

REQUEST FOR QUOTATION (RFQ)

For supply of Branded Visibility Materials for Coalition for Humanity (CH)

Introduction

Coalition for Humanity (CH) is not-for-profit humanitarian and development organisation committed to providing timely, accountable, and needs-based assistance to vulnerable populations in South Sudan. CH implements integrated humanitarian and development interventions across key thematic areas including Food Security and Livelihoods (FSL), Water, Sanitation and Hygiene (WASH), Protection and Gender-Based Violence (GBV), General Protection, Health, and Nutrition, while mainstreaming cross-cutting priorities such as protection, inclusion, conflict sensitivity, and accountability to affected populations.

As part of its operational and programmatic activities, CH requires high-quality **branding and visibility materials** to support communication, stakeholder engagement, and organizational representation across its areas of operation. These materials are essential for ensuring consistent organizational identity, enhancing visibility of interventions, and meeting donor and compliance requirements related to branding and communication.

Coalition for Humanity therefore invites **qualified and reputable vendors** to submit quotations for the provision of branded visibility materials as detailed in this Request for Quotations (RFQ).

The selected vendor(s) will be expected to deliver high-quality products that meet the specified technical requirements, adhere to CH branding standards, and ensure durability suitable for use in field and office environments.

Purpose

The purpose of this Request for Quotations (RFQ) is to solicit competitive quotations from qualified and reputable vendors for the provision of branded visibility materials for Coalition for Humanity (CH).

This procurement aims to ensure the availability of high-quality, durable, and well-branded materials to support CH's program implementation, communication, stakeholder engagement, and organizational visibility across its areas of operation.

Through this process, CH seeks to engage vendor(s) capable of delivering materials that meet the specified technical requirements, branding standards, and quality expectations, while ensuring cost-effectiveness, reliability, and timely delivery.



Scope of Work

The scope of this procurement includes the provision of branded visibility materials for Coalition for Humanity (CH), as detailed in the technical specifications below.

The required materials are grouped into the following categories:

1. **Category 1:** Printed Branding Materials. (e.g., glossy branding stickers, branded notebooks, roll-up banners)
2. **Category 2:** Office and Display Branding Materials. (e.g., wall-mounted display boards)
3. **Category 3:** Branded Apparel and Field Visibility Items (e.g., T-shirts, field vests, reflective jackets, bucket hats, flags)
4. **Category 4:** Promotional and Utility Items. (e.g., branded metallic water bottles)

Vendor Responsibilities

The selected vendor(s) shall be responsible for:

- Producing all items in accordance with the technical specifications and approved CH artwork. Artwork will be share with the successful Bidder.
- Ensuring high-quality printing, finishing, and material durability suitable for both office and field conditions
- Maintaining consistency in branding, color accuracy, and design standards
- Submitting samples where required for approval prior to mass production
- Packaging and delivering all items in good condition to the specified location(s)
- Replacing any items that do not meet the required specifications or quality standards

Technical Description

ID	Item	Description	Unit Measure	Qty
Lot 1				
1	Glossy branding sticker - Size A1	Glossy branding sticker, printed in full colour (CMYK) on premium cast vinyl material suitable for outdoor use. The sticker shall be produced using UV-resistant, weatherproof cast PVC vinyl (minimum 50-60 microns) and finished with a clear gloss UV protective laminate to enhance durability, colour retention, and scratch resistance.	Pcs	100
2	Glossy branding sticker - Size A2	Glossy branding sticker, printed in full color (CMYK) on premium cast vinyl material suitable for outdoor use. The sticker shall be produced using UV-resistant, weatherproof cast PVC vinyl (minimum 50-60 microns) and finished with a clear gloss UV protective laminate to enhance durability, color retention, and scratch resistance.	Pcs	200
3	A5 CH-branded ring-	A5 CH-branded ring-bound notebooks consisting of five hundred (500) ruled pages, designed for intensive office and	Pcs	200

	bound notebooks Size: 500-page A5	field use. The inner pages shall be produced from high-grade white wood-free bond paper (minimum 80 GSM), ensuring smooth writing performance, minimal ink bleed-through, and durability suitable for frequent notetaking. Pages shall be neatly ruled and branded in accordance with the approved CH artwork, with consistent print quality throughout the notebook. The notebook shall feature hard cardboard covers manufactured from rigid board (minimum 2.0–2.5 mm thickness), providing structural strength and long-term protection for internal pages. The cover shall be finished with a full-color CMYK print, laminated with a matte polypropylene (PP) protective laminate to ensure scratch resistance, moisture resistance, and reduced glare. Binding shall be heavy-duty metal wire-O or twin-loop ring binding, corrosion-resistant, and firmly secured to allow smooth page turning and flat opening without tearing or detachment, even under frequent use.		
4	Roll-up banner. Size: 80cm by 200cm, portrait	Roll-up banner stand complete with printed graphic and retractable base. The banner graphic shall be produced on premium PVC flex banner material (minimum 510 GSM) with a matte finish to reduce glare and ensure clear visibility in both indoor and outdoor light conditions. Printing shall be in full colour (CMYK) using high-resolution eco-solvent or UV printing, ensuring sharp text, accurate colour reproduction, and resistance to fading. The banner material must be tear-resistant, water-resistant, and durable, suitable for repeated use in trainings, meetings, community outreach, and field events. The roll-up mechanism shall be housed in a lightweight but sturdy aluminium base, with a smooth retractable spring system for easy setup and safe storage of the banner graphic. The set shall include a collapsible aluminium support pole and a durable carrying bag for portability and protection during transport.	Pcs	2
5	Roll-up banner. Size: 80cm by 200cm, portrait	Roll-up banner stand complete with printed graphic and retractable base. The banner graphic shall be produced on premium PVC flex banner material (minimum 510 GSM) with a matte finish to reduce glare and ensure clear visibility in both indoor and outdoor light conditions. Printing shall be in full colour (CMYK) using high-resolution eco-solvent or UV printing, ensuring sharp text, accurate colour reproduction, and resistance to fading. The banner material must be tear-resistant, water-resistant, and durable, suitable for repeated use in trainings, meetings, community outreach, and field events. The roll-up mechanism shall be housed in a lightweight but sturdy aluminium base, with a smooth retractable spring system for easy setup and safe storage of the banner graphic. The set shall include a collapsible aluminium	Pcs	20

		support pole and a durable carrying bag for portability and protection during transport.		
6	Roll-up banner. Size: 80cm by 200cm, portrait	Roll-up banner stand complete with printed graphic and retractable base. The banner graphic shall be produced on premium PVC flex banner material (minimum 510 GSM) with a matte finish to reduce glare and ensure clear visibility in both indoor and outdoor light conditions. Printing shall be in full colour (CMYK) using high-resolution eco-solvent or UV printing, ensuring sharp text, accurate colour reproduction, and resistance to fading. The banner material must be tear-resistant, water-resistant, and durable, suitable for repeated use in trainings, meetings, community outreach, and field events. The roll-up mechanism shall be housed in a lightweight but sturdy aluminium base, with a smooth retractable spring system for easy setup and safe storage of the banner graphic. The set shall include a collapsible aluminium support pole and a durable carrying bag for portability and protection during transport.	Pcs	20

ID	Item	Description	Unit Measure	Qty
Lot 2				
1	Branded wall-mounted display board - A1	A1-size (594 × 841 mm) branded wall-mounted display board, built with a marine-grade plywood backing board (minimum 12 mm thickness) to ensure strength, dimensional stability, and long-term durability. The display surface shall be finished with a high-resolution full-color print on premium self-adhesive vinyl, professionally mounted and sealed with a clear matte or gloss UV-protective laminate to prevent fading, scratching, and moisture damage. Printing shall be CMYK, high definition, with accurate color reproduction and sharp text suitable for organizational visibility. The unit shall include pre-installed wall-mounting fittings (metal hooks or concealed brackets) to allow secure and level installation. The finished product must be rigid, warp-resistant, and visually presentable, reflecting the branding standards of Coalition for Humanity (CH).	Pcs	20
2	Branded wall-mounted	A1-size (594 × 841 mm) branded wall-mounted display board, built with a marine-grade plywood backing board (minimum 12 mm thickness) to ensure strength, dimensional stability,	Pcs	20

	display board - A1	and long-term durability. The display surface shall be finished with a high-resolution full-color print on premium self-adhesive vinyl, professionally mounted and sealed with a clear matte or gloss UV-protective laminate to prevent fading, scratching, and moisture damage. Printing shall be CMYK, high definition, with accurate color reproduction and sharp text suitable for organizational visibility. The unit shall include pre-installed wall-mounting fittings (metal hooks or concealed brackets) to allow secure and level installation. The finished product must be rigid, warp-resistant, and visually presentable, reflecting the branding standards of Coalition for Humanity (CH).		
3	Branded wall-mounted display board - A1	A1-size (594 × 841 mm) branded wall-mounted display board, built with a marine-grade plywood backing board (minimum 12 mm thickness) to ensure strength, dimensional stability, and long-term durability. The display surface shall be finished with a high-resolution full-color print on premium self-adhesive vinyl, professionally mounted and sealed with a clear matte or gloss UV-protective laminate to prevent fading, scratching, and moisture damage. Printing shall be CMYK, high definition, with accurate color reproduction and sharp text suitable for organizational visibility. The unit shall include pre-installed wall-mounting fittings (metal hooks or concealed brackets) to allow secure and level installation. The finished product must be rigid, warp-resistant, and visually presentable, reflecting the branding standards of Coalition for Humanity (CH).	Pcs	3

ID	Item	Description	Unit Measure	Qty
Lot 3				
1	Outdoor branding flag Size: 100cm by 60cm, landscape	Outdoor branding flag, manufactured from heavy-duty knitted polyester fabric (minimum 110-120 GSM) specifically designed for long-term outdoor use. The material shall be UV-resistant, water-resistant, dust-resistant, and quick-drying, suitable for continuous exposure to rain, strong sunlight, heat, and dusty environments typical of South Sudan. The flag shall be printed in full colour using dye-sublimation printing technology, ensuring deep colour penetration, sharp graphics, and excellent colour fastness that does not peel, crack, or fade over time. Fabric must allow wind permeability to reduce stress and tearing while maintaining visual clarity. All edges shall be double stitched with reinforced hemming to prevent fraying.	Pcs	100

2	CH-branded polo T-shirts Small 125 Medium 125 Large 125 Extra Large 125	CH-branded polo T-shirts in official CH purple color, manufactured from high-quality poly-cotton pique fabric (minimum 65% polyester / 35% cotton, 220-240 GSM) designed for durability, breathability, and comfort in hot and dusty field conditions. The fabric shall be colorfast, shrink-resistant, and resistant to fading, suitable for frequent washing and prolonged exposure to heat and sunlight. Branding shall be applied using embroidery (as specified by CH), ensuring long-term visibility. Stitching shall be reinforced at seams, with a ribbed collar and sleeve cuffs to maintain structure.	Pcs	500
3	CH-branded round-neck T-shirts Small 250 Medium 250 Large 250 Extra Large 250	CH-branded round-neck T-shirts in grey color, manufactured from high-quality single-jersey poly-cotton fabric (65% polyester / 35% cotton, minimum 180-200 GSM) suitable for both field and office use. The fabric shall be breathable, lightweight, and durable, providing comfort in hot, dusty, and harsh weather conditions while maintaining structural integrity during prolonged wear. The material must be colorfast, shrink-resistant, and resistant to fading, even after repeated washing and exposure to sunlight. Branding shall be applied using high-quality screen printing or heat-transfer printing, ensuring sharp full-color reproduction and long-lasting adhesion without cracking or peeling. Stitching shall be double reinforced at the neck, shoulders, and hems to enhance durability.	pcs	1000
4	CH-branded field service vests Small 63 Medium 63 Large 63 Extra Large 63	CH-branded field service vests in brown color, manufactured from heavy-duty polyester-cotton twill fabric (65% polyester / 35% cotton, minimum 260-280 GSM) designed for rugged field use in humanitarian operations. Material must retain shape and strength after repeated washing and extended outdoor use. The vest shall feature a multi-pocket utility design, including multiple front cargo pockets with secure hook-and-loop (Velcro) and zipper closures, suitable for carrying field tools, notebooks, and communication devices. Stitching shall be double reinforced at stress points to ensure long service life. Branding shall be applied using high-quality embroidery, ensuring long-lasting visibility.	Pcs	252
5	CH-branded high-visibility reflective jackets Small 150 Medium 150 Large 150	CH-branded high-visibility reflective jackets with white and purple full-color branding, manufactured from heavy-duty 300D Oxford polyester fabric with PU coating designed for all-weather field use. The outer fabric shall be water-resistant, dust-resistant, and tear-resistant, suitable for harsh weather conditions, including rain, strong sunlight, heat, and dusty environments. The jacket shall be lined with lightweight breathable polyester mesh to enhance airflow and wearer comfort during prolonged use. High-visibility elements shall include industrial-grade retro-reflective tape (minimum 5 cm width) applied as illustrated in the provided artwork.	Pcs	600

	Extra Large 150	Reflective material must maintain performance after repeated washing and field exposure. Branding shall be applied in full color (white and purple) using durable heat-transfer or screen-printing methods suitable for coated polyester, ensuring long-lasting adhesion, color accuracy, and resistance to cracking or peeling.		
6	CH-branded bucket hats Small 84 Medium 83 Large 83 Extra Large 150	CH-branded bucket hats in brown and purple colors, manufactured from heavy-duty cotton canvas fabric (100% cotton, minimum 280–300 GSM) specifically designed for rugged field use in humanitarian operations. The fabric shall be thick, tear-resistant, and durable, providing effective protection against sun heat, dust, and light rain while maintaining comfort during extended outdoor use. The material must be colorfast and resistant to fading, suitable for frequent washing and prolonged exposure to harsh environmental conditions. Branding shall be applied using high-quality embroidery, ensuring long-lasting visibility. Stitching shall be reinforced throughout, with a structured crown and wide stitched brim to maintain shape and provide adequate sun protection.	Pcs	250

ID	Item	Description	Unit Measure	Qty
Lot 4				
1	CH-branded metallic water bottles 1 litre	CH-branded metallic water bottles with a capacity of 1 litre, finished in white and purple colors, manufactured from food-grade stainless steel (SUS 304 / 18-8 stainless steel), suitable for rugged field and office use. The bottle body shall be constructed from double-wall stainless steel for strength and durability, with a high-quality powder-coated exterior finish that is colorfast, scratch-resistant, corrosion-resistant, and fade-resistant, capable of withstanding harsh weather conditions, including heat, dust, and frequent handling. The interior surface shall be non-reactive, BPA-free, rust-resistant, and safe for potable water, ensuring no alteration of taste or odor. The bottle shall be fitted with a leak-proof screw cap manufactured from durable BPA-free polypropylene, incorporating a secure sealing mechanism suitable for travel and active field movement. Branding shall be applied in full color, exactly as illustrated in the approved CH artwork, using high-quality UV printing or durable heat-transfer printing suitable for powder-coated metal surfaces. Branding must be wash-resistant and abrasion-resistant, maintaining clarity and color integrity over time.	Pcs	250

Proposal Submission Requirements

Interested service providers are invited to submit a written proposal for one or more service categories (Lots) under this Framework Agreement. Proposals should be clear, complete, and submitted in accordance with the requirements outlined below.

Technical Proposal

The technical proposal should include the following information:

1. Company profile, including legal status, physical address, and contact details
2. Description of services offered under the relevant Lot(s)
3. Operational capacity and experience providing similar services at field level
4. Geographic coverage, specifying the locations where services can be provided
5. References or past experience with humanitarian or development organisations (where applicable)

Financial Proposal

The financial proposal should include:

1. Completed unit price tables for the relevant Lot(s), as provided in the table above.
2. Prices quoted in USD, clearly indicated

Administrative Documents

Bidders should submit copies of the following documents:

- Valid business registration or trading licence
- Tax identification or compliance documents (where applicable)
- Bank account details (for payment purposes)
- Any other relevant certifications or permits related to the service category

Submission Instructions

Proposals should be submitted in **PDF format** by email to: tenders@ch-int.org; or Hard copy in sealed envelopes can be dropped at our head office in Juba Gudele 1, Block IV Off-Gudele Road, along 7-Eleven Supermarket Road, Next to Big Ben Primary School

Deadline for submission is 05th April 2025.

The subject line of the email should read:

"RFQ - RFQ - Branded Visibility Materials for CH"- [Lot Number/Category]"

Late submissions will not be considered. Due to operational urgency, Coalition for Humanity reserves the right to close the process before the stated deadline.

Evaluation Criteria

All quotations received will be evaluated based on the following criteria to determine the most responsive and cost-effective offer.

Preliminary Examination (Mandatory Requirements)

Bids will first be assessed to ensure they meet the minimum submission requirements. Quotations that fail to meet these requirements may be considered non-responsive and may not be evaluated further.

Mandatory requirements include:

- Submission of all required documents as outlined in Section 6
- Valid business registration and tax compliance documents
- Properly completed and signed quotation
- Submission of samples once asked to by the procurement department

Technical Evaluation

Only bids that pass the preliminary examination will proceed to technical evaluation.

The technical evaluation will consider:

- Compliance with Technical Specifications: Adherence to material, size, branding, and quality requirements
- Quality of Materials and Workmanship: Based on samples, catalogues, or previous work
- Relevant Experience: Demonstrated experience in producing similar branded materials
- Production Capacity and Lead Time: Ability to deliver within required timelines

Financial Evaluation

Financial proposals will be evaluated based on:

- Cost competitiveness
- Clarity and completeness of pricing
- Value for money

Evaluation Approach

- CH may apply a combined technical and financial evaluation method
- Award may be made to:
 - The lowest evaluated responsive bidder, or
 - The best value for money bidder, considering both quality and cost

Lot-Based Evaluation

- Evaluation will be conducted per lot
- Bidders may be awarded:
 - One lot
 - Multiple lots
 - Or split awards across different vendors

Delivery Timeline and Terms

The selected vendor(s) shall be required to deliver the requested items within the agreed timeline and in accordance with the specifications outlined in this RFQ.

1. **Delivery Timeline:** Bidders are required to clearly indicate their **proposed production and delivery timeline** in their quotation.
2. **Delivery Location:** All items shall be delivered to: **CH Head Office - Juba, South Sudan**

Delivery Conditions

- All items must be properly packaged and protected to prevent damage during transportation
- Delivery shall be considered complete only upon:
 - Physical inspection and verification by CH and delivery note signed off.
 - Confirmation that items meet the required specifications and quality standards

Inspection and Acceptance

- CH reserves the right to inspect all delivered items prior to acceptance
- Any items found to be:
 - Defective
 - Non-compliant with specifications
 - Poor in quality

shall be rejected and replaced by the vendor at no additional cost

Partial Delivery and delays

- Partial delivery may be accepted only with prior written approval from CH
- CH reserves the right to withhold payment until full delivery is completed and accepted
- In the event of delays, the vendor must inform CH in writing with justification

Payment Terms

- Payment shall be made in accordance with Coalition for Humanity (CH) financial procedures
- Payment will be processed only after full delivery, inspection, and formal acceptance of the goods
- All delivered items must meet the required specifications and quality standards

- The vendor must submit: Original **invoice** indicating item description, quantities, unit prices, and total amount: **Delivery note** signed and stamped by CH confirming receipt. Any additional supporting documents as required
- Payment will be processed within **[15–30 working days]** after: Submission of complete documentation and confirmation of satisfactory delivery
- Payment shall be made via **bank transfer** to the vendor's registered account
- **No advance payment** shall be made unless otherwise agreed in writing by CH

Key Terms and Conditions

By submitting a proposal, service providers agree to the following terms and conditions:

1. Coalition for Humanity reserves the right to accept or reject any or all quotations, in whole or in part, without obligation to provide justification.
2. Coalition for Humanity reserves the right to cancel, amend, or suspend the RFP process at any time without prior notice.
3. Coalition for Humanity may negotiate final terms and unit rates with selected service providers prior to signing the Framework Agreement.
4. All information provided by bidders will be treated as confidential and used solely for the purposes of evaluation and contracting.
5. Selected service providers will be required to comply with CH policies, including the Code of Conduct, Safeguarding and PSEAH, Anti-Fraud and Anti-Corruption, and Security policies.
6. Payments will be made in accordance with agreed terms and subject to submission of valid invoices and supporting documentation.
7. Any conflicts of interest must be declared at the time of proposal submission and throughout the duration of the Framework Agreement.
8. Proceeding.

Ethical Standards, Safeguarding & Compliance

Coalition for Humanity (CH) is committed to the highest standards of ethical conduct, accountability, and integrity. All service providers engaged under this Framework Agreement will be required to comply with CH's policies and applicable national laws and regulations.

1. **Ethical Conduct:** Service providers must conduct their activities in an ethical and professional manner and adhere to CH's Code of Conduct. Any form of fraud, corruption, bribery, or unethical behavior is strictly prohibited and may result in termination of the Framework Agreement.
2. **Safeguarding and PSEAH:** CH has a zero-tolerance approach to sexual exploitation, abuse, and harassment (PSEAH). Service providers must ensure that their personnel understand and comply with safeguarding requirements and do not engage in any conduct that may cause harm to communities, staff, or partners. Any safeguarding concerns must be reported immediately through CH's reporting mechanisms.
3. **Compliance with Laws and Donor Requirements:** Service providers must comply with all applicable national laws, including labor, tax, and safety regulations, as well as donor requirements relevant to the services provided. CH reserves the right to conduct compliance checks, audits, or monitoring visits where necessary.

4. **Conflict of Interest:** Service providers are required to declare any actual or potential conflicts of interest. Failure to disclose conflicts may result in disqualification or termination of the agreement.

Clarifications, Amendments & Contact Information

Requests for Clarification

Any requests for clarification regarding this Request for Proposal (RFP) must be submitted in writing via email to the address indicated below. Requests should clearly reference the RFP title and the relevant service category (Lot).

Coalition for Humanity will respond to clarification requests within a reasonable timeframe. Responses to clarifications may be shared with all bidders where deemed necessary to ensure fairness and transparency.

Amendments to the RFP

Coalition for Humanity reserves the right to amend or modify this RFQ at any time prior to the submission deadline. Any amendments will be communicated in writing to all prospective bidders through the official communication channels.

Contact Information

All communications related to this RFP should be directed to:

Email: tenders@ch-int.org

Service providers are advised **not to contact CH staff directly** regarding this RFP outside the official communication channels, as this may result in disqualification.

