

15<sup>th</sup> September 2020

**Request for Quotations:  
Supply of Catering and Bakery Training Items RFQ No. 11527/0133/2019.**

FCA implements Education in Emergence (EiE), Livelihood and Peacebuilding projects and is currently seeking for quotations for supply of catering and bakery training items and start-up kits for youth in Pibor in order to engage them in productive activities and in order to disengage them from conflicts. The catering and bakery training and start-up kit to be procured will be purely for use by the Contracting Authority in its Humanitarian peacebuilding Project funded by 11527. The items will be delivered at FCA offices located at Juba Na Bari and the selected supplier will be responsible to deliver the items and to cater for offloading cost by the Juba Na Bari labourers association.

Interested bidders should submit their quotations in a plain sealed envelope addressed to Finn Church Aid office and dropped in the RFQ Box at the FCA security room, clearly marked **RESPONSE TO RFQ No.11527/0133/2020** to the following address:

- Finn Church Aid Procurement Committee
- Juba Na Bari Area, Behind Midan Rembo, Bilpham Rd.

Please ensure that you register your quotation in the RFQ submission list. Any quotation not registered will be disqualified.

**Eligibility Criteria (minimum requirements)**

- Validity of Certificate of Incorporation from the Ministry of Justice including the renewal stamps
- Membership Certificate from the South Sudan Chamber of Commerce, Industry & Agriculture
- Operation Licence from the Ministry of Finance & Public Service
- Tax Identification Certificate from the Ministry of Finance and Economic Planning
- Tax Clearance Certificate from the Ministry of Finance and Economic Planning
- Suppliers are required to quote for all the items
- Validity: The Quotation shall remain valid for a minimum period of 90 calendar days after the quotation closing date. In submitting the quotation, the bidder affirms that it is providing an irrevocable offer to provide the supplies for the duration stated.

All questions about this RFQ must be put in writing and sent to [Procurement.Ssuco@kua.fi](mailto:Procurement.Ssuco@kua.fi) clearly indicating the RFQ number as the subject.

**Note: Do not bind your quotation documents and Do not attach a company profile.**

FCA does not negotiate prices with vendors. As such, total prices should be net after deduction of any discount offered. This form must be completed and returned with your official proforma invoices/quotation. Prices should be quoted in United States Dollars (USD) only

S/N	Description	Qty	Unit	Unit price (USD)	Total (USD)
1	Wheat Flour (Azam 12 pkts in a carton)	20	Carton		
2	Baking Powder (90gm)	10	Dozen		
3	Cooking Oil (20 litre jerrycan)	10	Jerry cans		
4	Charcoal oven – Big size	3	Pcs		
5	Rolling pin	20	Pcs		
6	Frying pan – Big size	10	pcs		
7	Mixing bowl (aluminium)	10	pcs		
8	Cutting board	10	Pcs		
9	Washing basin - Plastic	5	Pcs		
10	Blue band Margarine - big (1kg)	10	Dozen		
11	Measuring scale (up to 100kg, table scale)	2	pcs		
12	Dough mixture	8	Pcs		
13	Wheel cutter	12	Pcs		
14	Baking tray	10	Pcs		
15	Loaf tin	15	pcs		
16	chapatti stove charcoal - Big size	2	Pcs		
17	Biscuit machine	2	Pcs		
18	Laundry soap (25 bars in a box)	4	box		
19	Omo (1kg packs x 12pcs in a box)	4	box		
20	Maize flour Super-50Kg	10	Bags		
21	Beans (yellow) 10kg	30	Bags		
22	Rice (50kg)	6	Bags		
23	Onion (Big net)	6	Bags		
24	Tomato paste (400gm)	100	Tin		
25	Salt (500g)	10	Dozens		
26	Brown Sugar (50kg)	6	Bags		

27	Tea leave (Lipton)	10	box		
28	Coffee (Nescafe) 200g	5	box		
29	Cooking stoves	6	Pcs		
30	Plastic Tables (Square) big size	12	Pcs		
31	Small spoons for eating	10	Dozen		
32	Big spoons for serving sauce	6	Pcs		
33	Plastic Chairs – Strong type	30	Pcs		
	<b>Grand total Amount</b>				

### **Important Note**

1. Please take note of the items specifications and quantities to ensure that you quote for the right items. FCA will not accept any changes in the prices quoted (request for extra cost) in case of under quoting.
2. The contracting Authority may award the contract to different tenderers based on the lowest price offered per item. In some of our past procurements some vendors could offer unrealistically low prices and emerge the winners based on the lowest offer however, they have in most cases either failed to deliver the items they quoted or delivered poor quality items. Therefore, we requested you to provide FCA with realistic prices and any poor quality items delivered to FCA will be rejected.

Please complete the table below:

Quotation validity 90 days (YES/NO)	
Delivery time (days)	
Mode of Payment is after delivery (YES/NO)	

The following criteria will guide the Procurement Committee to analyse the quotations:

- Competitive price/value for money
- Delivery period

“FCA reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.”

**Tender Submission Checklist (IF ANY OF THESE IS INVALID AND YOUR ANSWER IS “NO” DO NOT SUBMIT YOUR QUOTATION)**

S/N	Eligibility Criteria (Document Required)	Tick “YES” against each if valid.
1	Registration of business/company in South Sudan Valid Certificate of Incorporation from the Ministry of Justice including the renewal stamps at the back page of the certificate	
2	Membership Certificate from the Ministry of Chambers and Commerce	
3	Operation Licence from the State Ministry of Finance & Economic Development	
4	Tax Identification Certificate from the Ministry of Finance and Taxation	
5	Tax Clearance Certificate from the Ministry of Finance and Taxation	
6	I have quoted for all the items	
7	Quotation is valid for 90 days	

Deadline for receiving quotations is Tuesday **29<sup>th</sup> September 2020 at 3:00pm.**

Finn Church Aid  
 South Sudan Country Office

Name of company: \_\_\_\_\_

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 Signed & Stamped by the Supplier