

Quotation request form (RFQ)

PRF #	680	Date	1 st August 2022
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Suppliers Business Name:

Registration number: (Please provide copies of your valid company Registration Documents and other relevant information in relation to this Request for Quotation).

Address/Business Location:

Contact Person and Phone Number.....

Contact Person:

Please provide FH South Sudan with the cost for the items listed in below table. **Prices to be quoted in USD.** Dateline for quotation submission is 5th/August/2022. Before 5:00 PM

No.	PRF No.	Specifications	Units of measure	Qty. Needed	Unit Price (USD)	Total Price (USD)
1	680	<p>Food for the Hungry is outsourcing for a potential company to do designing and supply metallic sign post, with size of one (1) square Meter and height of 3 Metres standing on two legs. Its designed with message and Logo's at both sides. The charge should include Transporting from Malakal to Akoka and Baliet Counties, and installation at the respective schools (2 schools in Baliet and 8 schools in Akoka)</p> <p>The list of the schools includes:</p> <ul style="list-style-type: none"> ✓ Bianythiang ✓ Akoka ✓ Riang ✓ Majak ✓ Atiabtiab ✓ Rom ✓ Peldiarroorwei ✓ Ayongengdit ✓ Banglei ✓ Salam 	Pcs	10		



Total			
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INSTRUCTIONS TO BIDDER:

- ❖ The quotation in a sealed envelope should be dropped in the tender Box provided at the reception at Food for the Hungry Juba office located at CIC Plaza, Ministries Airport Road or FH Malakal Office inside the Humanitarian Hub and sign a bid submission Register at the office. You may also email your quotation to the Procurement Committee by copying all the following email addresses: dchol@fh.org, hemmanuel@fh.org, and latanasio@fh.org.
- ❖ **Please call + 211 927 430 814 in Malakal or +211 926 133 422 in Juba for direction in case you don't know our office.**
- ❖ The external packaging or envelopes containing the quotation documents **MUST NOT** bear the bidder's business name, or markings that may identify the bidding company or organisation. Please write the words **'Quotation for the Supply of signpost and Transportation from Malakal to Baliet and Akoka Counties,** and indicate **PRF 680** number on the envelope.
- ❖ Quotation deadline is **Friday 5th-August-2022 before 5:00 PM.**
- ❖ Late submission will be **rejected and automatically disqualified.**
- ❖ FH South Sudan payment terms is by bank transfer or cheque, payable within 30 days after the satisfactory delivery of goods.
- ❖ Please note that submission of invoice and other relevant supporting documents are requirements for payment processing.
- ❖ Please refer all technical questions to:
 - ✓ latanasio@fh.org
 - ✓ dchol@fh.org
 - ✓ hemmanuel@fh.org
- ❖ Please note that technical questions **MUST** be asked via email, not by phone.
- ❖ Main evaluation criteria will be:
 - ✓ Price reasonableness
 - ✓ Evidence of expertise in doing similar kind of business.
 - ✓ Must be ready for immediate delivery of the supplies.
 - ✓ Valid business registration documentations.
 - ✓ Acceptance of FH payment terms of net 30 days after satisfactory delivery through bank Transfer.



- ✓ References and contact details (contact person, email address and phone number)
- ❖ Quotations / Prices should include **ALL** applicable taxes as per South Sudan laws, and supplier will be responsible for all taxes.
- ❖ Please note that in case of need for currency conversion, the Bank of South Sudan exchange rate on the day and time of conversion shall apply

RIGHT TO REPORT

The Service Provider or Seller shall establish and maintain appropriate business standards, procedures and controls including those necessary to avoid any real or apparent impropriety or to prevent any action or conditions which could result in conflict with the Buyer’s best interests. Please be informed that you have the right to report any activity that is in conflict with appropriate business standards to the FH Country Director on mbenjamin@fh.org

DISCLAIMER

- ✚ FH South Sudan does not bind itself to accept the lowest or any quotation at all.
- ✚ This Request for Quotation (RFQ) is not a purchase order and is not a guarantee of purchase from any company
- ✚ This RFQ is only intended to allow FH South Sudan to consider the prices etc., from various eligible companies, which may result in a procurement decision.

The above prices are valid for day(s)/Month(s)

Estimated delivery time:

Terms of Payment:

Warranty if applicable:

Signature..... Date & Stamp: