

**REQUEST FOR QUOTATION (RFQ) FOR SUPPLY OF MAIN CROPS TO SUPPORT FEED II PROJECT**

CARE is a humanitarian and development non-governmental organization committed to working with poor women, men, boys, girls, communities, and institutions to have a significant impact on the underlying causes of poverty. CARE seeks to contribute to economic and social transformation, unleashing the power of the most vulnerable women and girls. CARE’s operations in South Sudan dates back to the early 1980s, focusing on emergency and disaster relief to the conflict affected populations. Currently, CARE South Sudan works in the six States of; Unity, Jonglei, Eastern Equatoria, Bahr el Ghazel, Central Equatoria and Upper Nile States, addressing both humanitarian and recovery/development needs. In development/recovery programming, CARE South Sudan focuses on five broad areas namely Peace Building, Gender and Protection, Food security and Livelihoods, Nutrition and Health, and Partnership and advocacy.

**Description of Services/Goods**

CARE International South Sudan would like to procure main crops seeds to support the ongoing FEED II Project in Eastern Equatoria and Jonglei states targeting the following locations including: County Ngong and Ifotu, Magwi, Ikotos & Chahari, Mugali, Nimule, Katire, Magwi, Labone and Bor counties respectively. Therefore, Care International South Sudan program seeks a qualified and registered potential service provider (bidders) to supply staple crop seeds and planting materials to the specified field locations mentioned above.

**Award Criteria**

Award of the contract/Purchase order will be evaluated and scored based on the following criteria:

* Verifiable reference (preferably from an international NGO) for which the bidder has implemented similar activities within the last 2-3 years
* Proof of appropriate means to transfer the selected items to the distribution points to ensure that they arrive as per distribution plan that will provided upon selection ;
* In addition, the bidders will be required to provide financial proposals for each of the lots as shown in the table.
* Purity of the seed variety indicated in percentage (%)
* Seed germination rate or sprouting capacity (%)
* Prices demonstrate an economically advantageous position for CARE International
* Payment Terms and Methods

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| **Issuance Date** | Wednesday 2 February 2022 |
| **Closing Date** | **Tuesday, February 15 2022** |
| **Determination of Award** | Technically acceptable, reasonable price, best value. 40% financial and 60% technical |
| **Quotation** | Quotations in response to this RFQ must be priced on a fixed-price basis in accordance with the specifications provided accompanied by a sample of the required items. |
| **Evaluation Criteria** | Award will be made to the vendor that meets the minimum criteria and technical specificity for acceptable award at the lowest reasonable cost or price. |
| **Award Type** | Firm Fixed Price Purchase Order /contract |
| **Submission Address** | **Hard copies can be delivered to CARE office,** clearly labeled with the name of the vendor and the RFQ activity Title – RFQ – Main crop seeds to Care Office located at NPA Building 3rd Floor Opp Unicef Office-Juba South Sudan. Electronic submission can be sent to: SSD.Procurement@care.org. |

**Lot 1: REF SSDN-0000005075 - Main crop seeds for FEED II: Delivery Location: CARE office in Bor.**

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| **S/L** | **Description of Item** | **Quantity Requested** | **Unit of Measurement (UAM)** | **Unit Cost** | **Total Cost** |
| 1 | 15Kg Groundnut Red Beauty seeds (shelled) packed in a bag | 546 | Bag |  |  |
| 2 | 15 Kg Groundnut Serenut II seeds (shelled) packed in a bag | 546 | Bag |  |  |
| 3 | 6Kg Sorghum Local seed Variety (Akuorachot) packed in bag | 261 | Bag |  |  |
| 4 | 6Kg Sorghum Wad-ahmed short variety, early maturing seeds packed in a bag | 287 | Bag |  |  |
| 5 | 2.5Kg Longe 5 Maize seeds packed in a bag | 546 | Bag |  |  |
|  | **Quotation includes transport costs to the project location** | **1** | **trip** |  |  |

**Lot 2: REF SSDN-0000005078 - Main crop seeds for FEED II: Delivery Location: Ikotos and ChahariCenter, CARE Office.**

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| **S/L** | **Description of Item** | **Quantity Requested** | | **Unit of Measurement (UAM)** | **Unit Cost** | **Total Cost** |
| 1 | 15Kg Groundnut Red Beauty seeds (shelled) packed in a bag | 962 | Bag | |  |  |
| 2 | 3Kg Sorghum Wad-ahmed short variety early maturing seeds, packed in a bag | 962 | Bag | |  |  |
| 3 | Cassava cuttings (TME 14) packed in sacks (200 cuttings per sack). Each cutting 30cm long. | 962 | Bag | |  |  |
|  | **Quotation includes transport costs to the project location.** |  |  | |  |  |

**Lot 3: REF SSDN-0000005076 - Main crop seed for FEED II: Delivery Location: CARE office in Torit, Katire.**

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| **S/L** | **Description of Item** | **Quantity Requested** | | **Unit of Measurement (UAM)** | **Unit Cost** | **Total Cost** |
|  |  |  |  | |  |  |
| 1 | 15Kg Groundnut Red Beauty seeds (shelled) packed in a bag | 390 | Bag | |  |  |
| 3 | Cassava cuttings (TME 14) packed in sacks (200 cuttings per sack). Each cutting 30cm long. | 390 | sack | |  |  |
| 4 | 6kg Sorghum Wad-ahmed short variety early maturing seeds packed in a bag | 390 | Bag | |  |  |
| 5 | 2.5Kg Longe 5 Maize seeds packed in a packet | 390 | Bag | |  |  |
|  | **Quotation includes transport costs to the project location** |  |  | |  |  |

**Lot 4: REF SSDN-0000005079 - Main crop seed for FEED II: Delivery Locations Lobone AIC, lobone Center**

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| **S/L** | **Description of Item** | **Quantity Requested** | **Unit of Measurement (UAM)** | **Unit Cost** | **Total Cost** | |
| 1 | 15Kg Groundnut Red Beauty seeds (shelled) packed in a bag | 520 | Bag |  | |  |
| 2 | 6kg Sorghum Wad-ahmed short variety early maturing seeds packed in a bag | 520 | Bag |  | |  |
| 3 | 5Kg Longe 5 Maize seeds packed in a bag | 1,020 | Bag |  | |  |
| 4 | 6Kg Sesim-2 Sesame seeds packed in bag | 520 | Bag |  | |  |
|  | **Quotation includes transport costs to the project location** |  |  |  | |  |

**Lot 5: REF SSDN-0000005077 - Main crop seed for FEED II: Delivery Locations Magwi, Magwi College of Agribusiness**

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| **S/L** | **Description of Item** | **Quantity Requested** | **Unit of Measurement (UAM)** | **Unit Cost** | **Total Cost** |
|  |  |  |  |  |  |
| 1 | 15Kg Groundnut Red Beauty seeds (shelled) packed in a bag | 520 | Bag |  |  |
| 2 | 3kg Sorghum Wad-ahmed short variety early maturing seeds packed in a bag | 520 | Bag |  |  |
| 3 | 5Kg Longe 5 Maize seeds packed in a bag | 520 | Bag |  |  |
| 4 | 3Kg Sesim-2 Sesame seeds packed in bag | 520 | Bag |  |  |
|  | **Quotation includes transport costs to the project location** |  |  |  |  |

**Lot 6: REF SSDN-0000005080 - Main crop seed for FEED II: Delivery Locations Masindi Boma, Mugali Payam Admin Store**

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| **S/L** | **Description of Item** | **Quantity Requested** | **Unit of Measurement (UAM)** | **Unit Cost** | **Total Cost** |
| 1 | 15Kg Groundnut Red Beauty seeds (shelled) packed in a bag | 390 | Bag |  |  |
| 2 | Cassava cuttings (TME 14) packed in sacks (200 cuttings per sack). Each cutting 30cm long. | 765 | Bag |  |  |
| 3 | 3Kg Sesim-2 Sesame seeds packed in bag | 390 | Bag |  |  |
|  | **Quotation includes transport costs to the project location** |  |  |  |  |

**Lot 7: REF SSDN-0000005081 - Main crop seed for FEED II: Delivery Locations Nimule town, at CARE Office in Plan International Compound**

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| **S/L** | **Description of Item** | **Quantity Requested** | **Unit of Measurement (UAM)** | **Unit Cost** | **Total Cost** |
| 1 | 15Kg Groundnut Red Beauty seeds (shelled) packed in a bag | 390 | Bag |  |  |
| 2 | Cassava cuttings (TME 14) packed in sacks (200 cuttings per sack). Each cutting 30cm long. | 765 | Bag |  |  |
| 3 | 3Kg Sesim-2 Sesame seeds packed in bag | 390 | Bag |  |  |
|  | **Quotation includes transport costs to the project location** |  |  |  |  |

**Lot 8: REF SSDN-0000005082 - Main crop seed for FEED II: Delivery Locations CARE office in Torit, Ngong and Ifotu.**

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| **S/L** | **Description of Item** | **Quantity Requested** | **Unit of Measurement (UAM)** | **Unit Cost** | **Total Cost** |
|  |  |  |  |  |  |
| 1 | 15Kg Groundnut Red Beauty seeds (shelled) packed in a bag | 520 | Bag |  |  |
| 3 | Cassava cuttings (TME 14) packed in sacks (200 cuttings per sack). Each cutting 30cm long. | 520 | sack |  |  |
| 4 | 3kg Sorghum Wad-ahmed short variety early maturing seeds packed in a bag | 520 | Bag |  |  |
| 5 | 2.5Kg Longe 5 Maize seeds packed in a packet | 520 | Bag |  |  |
|  | **Quotation includes transport costs to the project location** |  |  |  |  |

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| **PLEASE SPECIFY and INCLUDE WITH YOUR QUOTATION** | |
| Payment Terms |  |
| Delivery Time to distribution locations | All items need to be delivered to the exact location according to the provided distribtion list at the time of selction but with a time frame of no later than 10 March to each location. |
| Payment Schedule |  |
| Payment Method |  |
| Price Validity | NOT less than 90 days |
| Delivery Duty Place/Location | **Delivery till Care final field Location as mention** |

**Instructions to Vendors:**

**Submission Deadline:**

* Final submissions will be due no later than **Tuesday 15 February 2022**; **1400hrs.** submitted to: [SSD.Procurement@care.org](mailto:SSD.Procurement@care.org) or in hard copies addressed to the procurement department in CARE International South Sudan located in **NPA Building (Across Unicef), 3rd Floor, Martyrs Street, Juba**
* **Sample submission: Two samples of each item should be submitted on Tuesday 15 February 2022; 14:00 hrs. Any quotation that is received without any sample will not be considered and will be disqualified from participating in this RFQ.**
* **Question & Answers**: Questions regarding the **RFQ- main crop seeds**- shall be submitted to: [SSD.Procurement@care.org](mailto:SSD.Procurement@care.org) no later than **Tuesday 08 February 2022; 1400** hrs. **(**Care International South Sudan will not respond to questions pertaining to this RFQ over the phone. Care International South Sudan will not in any way assist vendors in preparing their bids nor reimburse any bid preparation costs incurred by the vendors.

**Requirements**

* Submit a quotation in response to this RFQ using the template provided above, all pages should be initiated and stamped officially by the vendor.
* Hard copies quotation: In case of a supplier –Vendor is submitting a hard copy quotation, it shall then be submitted in an envelope, mentioning **RFQ activity Title (RFQ Main Crop seeds)** shall be clearly written on this envelope and shall be registered with Care receptionist during submission.
* **Vendors are to commit to the delivery time after placing the order, any delay in delivery could lead to penalties imposed over the final payment.**
* Quoted Price:Quotations in response to this RFQ must be priced on a fixed-price Purchase Order based in accordance with the specifications provided for the items above.
* Supplier-Vendors are requested to provide quotations on official letterhead fully stamped and dated
* Supplier-Vendors shall provide contact list of past clients (preferably INGOs and Cooperate Business, at least three (3) they have provided **the same** services in the past 3 years, recommendation letters should be attached.
* Suppliers-Vendors are required to submit their **valid** business registration and incorporation certificate, and tax clearance certificate updated as per below mandatory submission requirements
* Suppliers can respond to one or all lots indicated in this RFQ provided they clearly mention the locations they are willing to deliver items to.
* Supplier-Vendors are required to submit cover letter on an official letterhead, official stamped, signed by an authorized representative of the Supplier-Vendor with company/contact details
* *CARE reserves the right to reject any or all quotations received and/or change the number of units required within each category, also have the right to choose items separately from each Kits*

CARE reserves the right to waive any informality in proposals received, deemed to be in the best interest of CARE. No officer or employee of CARE shall have a financial interest, direct or indirect, in any contract with CARE.

CARE has the right to increase the quantities requested in the offer in 180 calendar days from the date of signing the contract, without changing in the offered price.

**Inspection:** All Goods will be inspected against conformance to the specifications and technical description by Care Technical team to this RFQ before approving any contract and payment to the awarded vendor.

**Demonstration of Responsibility:** To be deemed a responsible and responsive Supplier-Vendor, the Supplier-Vendor’s bid shall include all of the following in accordance with the instructions and terms and conditions of the RFQ:

**Mandatory Submission Requirements**

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| **S/No** | **Documents included for vendor set up as a COMPANY** |
|  | The company profile |
|  | Past work experience letter recommendations |
|  | Tax identification number |
|  | Tax clearance certificate |
|  | Membership certificate from the responsible body where the company operates in. |
|  | Registration certificate from the Ministry of Justice |
|  | Operation license |
|  | Trade license for specialized services like hotels, aviation, pharmaceuticals etc. in case. |
|  | A filled vendor setup form (attached in this email, fill all the areas marked x with the relevant company information) |
|  | Vendor’s questionnaire |
|  | First page of memorandum and articles of association and the page with shares allocation/board of directors. |
|  | Passports or national IDs for each of the company board of directors as the shareholders. NB: The details of the IDs should be clearly readable. |
|  | A copy of void cheque of the bank account provided to CARE South Sudan |

* Completed Supplier-Vendor Cover Letter, signed and stamped by an authorized representative of the Supplier-Vendor with company/contact details.
* Official quotation, including specifications of offered materials/ services
* For Organizations: Copy of Supplier-Vendor’s registration or business license.
* Certification of Price Guarantee or Warrantee (12 months).

**Determination for Award:** award will be made to a responsible Supplier-Vendor whose offer follows the RFQ instructions and provides the reasonable-cost, technically acceptable offer.

* *Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration.*

**Bank Account:** Awarded Bidder should provide a full bank account information for the purpose of wiring payments

**Technical Specifications for Field Crop Seeds – as a guidance**

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| Crop Common Name | Maize | Sorghum | G/nuts | G/nuts | Cowpea | Sesame | Cassava |
| Variety Name |  |  |  |  |  |  |  |
| Variety purity (minimum) |  |  |  |  |  |  |  |
| Germination (%minimum) |  |  |  |  |  |  |  |
| Moisture content (%maximum) |  |  |  |  |  |  |  |
| Source or Country of Origin |  |  |  |  |  |  |  |