

REQUEST FOR QUOTATION REFERENCE NUMBER:

ADA/RFQ/ECW/RENK/2025/002

Call for quotation for the Supply of Menstrual Hygiene Kits for Adolescent Girls.

This call shall run from 13th May to 21st May 2025.

Opening date: 13th May 2025.

Closing Date: 21st May 2025.

Background of Organization

Africa Development Aid (ADA) is an expanding National, Non-Governmental, Humanitarian and Development organization operating in Upper Nile, Jonglei, Unity, Eastern & Central Equatorial States and GPAA. At ADA, we support vulnerable communities to realize their full potentials. We focus and emphasize on building resilience by creating an environment in which local populations can thrive and become self-reliant. We work to prevent and overcome situations that adversely affect community well-being by reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policies. Our belief is that economic, social and environmental security are the bedrocks of a healthy community; therefore, our programming is aimed at empowering the communities to make the good use of the humanitarian and development assistance ADA provides.

For the past ten (10) years ADA has strengthened rural livelihoods through Food Security & Livelihoods, environmental awareness, Emergency Shelter & Non-Food Items (ES/NFIs), WASH, Peace building & Women Empowerment by transforming harmful cultural practices, Child protection and Education amongst others

It's against this background and in the pursuit of our programming that we are calling for quotations from reputable bidders

Details for the call for quotations are outlined in the following sections for your reference.



ADA's service commitment and creed.

ADA serves all persons without any discrimination at all but taps the richness from the diversity in knowledge, skills and cultures from the various races, faiths, gender identities, professions and nationalities.

Legal Status

ADA is duly registered in South Sudan by the Registrar of NGOs, in the ministry of Humanitarian Affairs and Relief and Rehabilitation Commission as a National Non-Government Organization or charity.

ADA's Vision: ADA aspires to be exemplary and viable to support: food secure-literate-health community in safe environments

ADA's Mission: ADA supports: integrated development among the need to fight conflict, disaster, poverty, ignorance, hunger, ill-health and environmental degradation.

Locations:

The project is expected to be implemented in Renk County, Upper Nile State. The job scope would be the supply of Menstrual Hygiene Kits for Adolescent girls. (512 dignity kits packed in branded bags with 2 logos)

S/N	DESCRIPTION	QUANTITY	UNIT TYPE	@ OF GIRLS	TOTAL UNIT
1	Under wears (medium & Large in one)	2	pcs	512	1,024
2	Reusable pads	1	Packet 4-6 pieces	512	512
3	Bar of soap	2	Bar 800gm	512	1,024
4	Bathing soap	2	pcs	512	1,024
5	Petroleum jelly	1	Tin 500gm	512	512
6	Nail Clippers	1	pcs	512	512
7	Tooth paste and tooth brush	1	Pcs big size	512	512
8	Comb with mirror	1	pcs	512	512
9	Slippers	1	Pairs	512	512



General notes: (a) Prices and currency

The prices quoted by the contractor shall be in United States dollars (USD), and shall not be exchangeable with other currencies. Inflation and escalation or changes what so ever shall not be subjected of claim later on.

All materials to be put on the project are to be of the best new standard available and recommended.

Details Specification for Hygiene Kits for Adolescent girls.

Delivery Lead Time..... Quote Validity Period.....

Payment Term..... Payment Credit Period.....

Delivery Location: ADA Office. Currency: USD

Delivery instruction:

ADA, Office project site Renk County, Upper Nile State.

Legality

- ✦ All the legal documents must be attached to verify the capacity and must be valid registered and those required are:
- ✦ Certificate of incorporation (Valid)
- ✦ Tax Clearance Certificate/Tax Compliance Certificate (Valid)
- ✦ Operation Licence (Valid)
- ✦ Trading licence
- ✦ Tax Identification Certificate
- ✦ Memorandum & Articles of Association
- ✦ Latest Bank Statement for **1st January 2024 to 30th December 2024**
- ✦ Company profile
- ✦ Certificate of completion/reference information of previous undertakings of similar contracts (**Latest references for last three years 2023, 2024, and 2025**)
- ✦ Details for key staff members
- ✦ Tax Exemption Certificate (if applicable)

Price and currency policy:

The price (s) shall be free of VAT and other public charges. the prices shall be quoted in United State Dollars (USD). The quoted prices shall be valid for 30 days from the date of closure of submission of quotes.

Submission: Quotation shall only be submitted in hard copy to the following address: **ADA Office, plot No:379 Theo Road Tongpiny Juba Nabari** and shall be dropped into a tender box by the company representative.



Registration for submission:

Please make sure, you register your hand delivered quotation with the procurement department and drop it in the Tender box yourself.

Request for clarifications:

Any request for clarification must be made in writing through [email: johnnyiek.ada@gmail.com](mailto:johnnyiek.ada@gmail.com) / [0923661188](tel:0923661188). This enquires must be sent within **48 hours** before the tender closing date.

Evaluation of quotes and award of supply contract:

The quotes will be evaluated and the supply contract must be awarded based on South Sudan legal Register Documents, past experience for similar products, price, delivery terms, brand, quality assurances and any other factor which the procurement committee shall deem necessary.

Notification of the results:

Only the successful bidder will be notified, and if you do not receive an order in writing from ADA within two weeks after the expiry of the dateline, consider your bid unsuccessful.

Language of the bid:

The language to be used when applying shall be English only.

Terms of payment:

Payment shall be made within a maximum of **30** working days after the completion of delivery of the materials subject to appropriate deduction for incomplete deliveries upon the presentation of commercial invoice. Payment will be made by **Bank transfer** to the supplier's **Bank Account** only.

The dateline for the submission of the quotes will be strictly on Wednesday 21st May 2025 at 4:00 PM

Disclaimer:

This is a call for quotations. Only Africa Development Aid may cancel the process without notice and shall accept no liability whatsoever, arising out of such action. ADA is under no obligation whatsoever to award the contract to the lowest or any bidder. The decision of the procurement committee shall be final.