

REQUEST FOR QUOTATION (RFQ)

RFQ Title:	Vehicle Lease Agreement
RFQ Number	RFQ-JUB-2024-2025
Request for Quotes Issue Date:	September 02, 2024
Due Date/Time for Questions:	September 06, 2024
Quote Due Date & Time:	September 13, 2024, by 10:00 AM South Sudan time
<i>Quotes submitted after the deadline (time & date) or that do not include all the information requested will not be eligible for further consideration or contract award.</i>	
EDC Point of Contact:	Procurement Manager - For Questions/submissions - : YEAProcurement@edc.org

Education Development Center, Inc. (EDC) is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and under-served populations. The United States Agency for International Development (USAID) selected EDC to implement the USAID Youth Empowerment Activity, in South Sudan.

Scope of Work

The purpose of this RFQ is to invite qualified vendors/Vehicle Rental Service Providers to submit a quotation for the procurement of Vehicle Lease Agreement 2024 and 2025 for Juba Office.

EDC is seeking an Offeror to provide a quotation for the Rental Vehicle Lease Agreement to EDC office located at AFEX River camp, Juba, South Sudan.

For Rental Vehicles.

S.N	Qty	Description of the Commodity	UoM	Unit Price (US\$)	Total Price (US\$)
1	1	Brand and Model: TOYOTA Model 2010 to 2020 With Driver with Fuel. South Sudan - Juba. Neat & Clean – with Complete Registration, Insurance and Road Permit Documentation	Day		
2	1	Brand and Model: TOYOTA Land Cruiser 2 Door Single Cabin - With Driver with Fuel. South Sudan - Juba. Neat & Clean – with Complete Registration, Insurance and Road Permit Documentation	Day		
3	1	Brand and Model: TOYOTA Land Cruiser 5 Door With Driver with Fuel. South Sudan - Juba. Neat & Clean – with Complete Registration, Insurance and Road Permit Documentation	Day		
4	1	Brand and Model: Coaster Bus (20 + Seater) With Driver with Fuel. South Sudan - Juba. Neat & Clean – with Complete Registration, Insurance and Road Permit Documentation	Day		

			Total USD:	
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Quotation must be submitted via email to: Education Development Center, Inc., Attention: Procurement Team, E-mail: YEAProcurement@edc.org before the quotes due date and time; **September 13, 2024, by 10:00 AM South Sudan time.**

In order to be considered quotes must be valid for at least 90 days from the date of submission and must include:

- Complete vendor contact information on company letter head, signed – including vendors physical address and full legal names.
- A description/schedule of Printing of books being offered.
- The price offered for the goods and/or services, including associated costs; the pricing of the cost must be a detailed breakdown including the unit price of each item, the total price, all pricing must be United States Dollars.
- Please provide current contact information for a minimum of three previous customers with whom your company has specific experience in Vehicle Rental Lease Agreement. (see page 3)
- Valid Comprehensive Insurance Cover
- Valid Log Book (Vehicle Registration)
- Road User Stickers
- Confirmation that vehicle is in stock of Company.
- Payment terms including banking details.

All information relevant to demonstrating the vendor’s ability to meet EDCs Evaluation Criteria below:

- Valid Tax clearance certificate
- Valid Operational documents
- Valid Incorporation

EDC shall evaluate all quotations based on the following criteria:

Ability to meet the Description/Scope of Work/Specifications above (Claims settlement capacity and response/settlement time).	
Price and Value	
Acceptable Past Performance	
Delivery Time from receipt of PO & Payment Terms	
Other Factors (if any):	Quote in US\$, specify, indicate separately any applicable taxes.

Price/Value

EDC may award one or more contracts resulting from this request to the offeror(s) whose quotation(s) conforming to this request offer(s) the greatest value. EDC may also; (a) reject any or all quotations, (b) accept other than the lowest quotation, (c) accept more than one quotation, (d) May issue Contracts for some or all the deliverables.

EDC may award a contract without discussions with offerors; as such, offerors are strongly encouraged to submit their best quotations with their original submissions. EDC reserves the right to conduct discussions which may result in revisions to quotations with one or more than one or all offeror(s) if, at its sole discretion EDC determines the discussions to be necessary. Additional documentation may be required prior to selection and discussions may include oral presentations provided by the offeror.

Bidders, who have not received any notification from EDC for one month after the deadline of the RFQ, should consider themselves unsuccessful in the procurement process.

Please complete the following form and submit with your formal quotation.

Full Legal Name of Company	
Contact Person's full name and phone number	Name: Number:
Quotation Pricing Validity in Days	Number of Days:
Authorized Signature:	Date:

Please complete the following form with references for where your firm has provided similar goods.

Reference #1:

Organization Name: _____
Contact Person: _____
Email Address: _____
Telephone Number: _____
Type of Commodities/Services Provided: _____
Value of Commodities/Services Provided: _____
Month/s and Year During Which Commodities Services Were Provided: _____

Reference #2:

Organization Name: _____
Contact Person: _____
Email Address: _____
Telephone Number: _____
Type of Commodities/Services Provided: _____
Value of Commodities/Services Provided: _____
Month/s and Year During Which Commodities/Services Were Provided: _____

Reference #3:

Organization Name: _____
Contact Person: _____
Email Address: _____
Telephone Number: _____
Type of Commodities Services Provided: _____
Value of Commodities/Services Provided: _____
Month/s and Year During Which Commodities Services Were Provided: _____