



**ACTED-SOUTH SUDAN REQUEST FOR QUOTATION  
REQUEST FOR QUOTATION FORM ACTED South Sudan**

Date: \_\_\_\_\_

RFQ Ref: RFQ/32EF/IM62JST/ADMINISTRATION/LOG/14/04/2021

**To be Filled by Bidder (COMPULSORY)**

**Details of Bidding Company:**

1. Company Name: \_\_\_\_\_ )
2. Company Authorized Representative Name: ( \_\_\_\_\_ )
3. Company Registration No: \_\_\_\_\_ )
4. Company Specialization: \_\_\_\_\_ )  
No/Country/ Ministry
5. Mailing Address: \_\_\_\_\_ )  
Country/Governorate. /City/St name/Shop-Office No  
(Land Line: \_\_\_\_\_ / Mobile No: \_\_\_\_\_ )  
b. E-mail Address: \_\_\_\_\_ )

I undersigned \_\_\_\_\_, agree to provide ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.

**PLEASE FILL IN THE FOLLOWING TABLES, ONE FOR EACH BATCH:**

No.	Description/Technical specification	Google links	Unit	Quantity	Unit Price (USD) Inclusive of all charges and taxes	Total Prices (USD) Inclusive of all charges and taxes
1	Request for consulting firm to do training on Human resource and Administrations for ACTED Juba Office (TOR attached) for 20 participants		Days	07		
<b>Grand Total Prices (USD)</b>						

**BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_
2. \_\_\_\_\_







**ACTED**

ACT FOR CHANGE  
INVEST IN POTENTIAL

**BIDDER'S TERMS AND CONDITIONS:**

1. Valid of the offer/Quotation: \_\_\_\_\_ (Recommended: 6 months or more maximum)
2. Terms of delivery \_\_\_\_\_ (Within 5days maximum after contract signature)
3. Terms of payment: \_\_\_\_\_ (Within 30days Maximum after item delivery)

**Note for all items:**

- *Prices for the above items must be quoted in USD and must include all taxes, custom duties and charges.*
- *A supplier can be selected only for one part of the items, not all of them.*
- *It is possible that the quantity of items to be purchased will be changed.*
- *The selection of the supplier can be done based on the price per item or looking at the total price. This price selection will be decided by ACTED at a later stage.*
- *Other than price, the selection will also be done based on quality, delivery time date, stock availability, payment terms, past experience and any other relevant selection criteria.*
- *Items catalogue is compulsory and should be attached in each quotation (E.g. it is mandatory for assets, ICT accessories and Vehicle spare parts, Wash items and Construction materials, Consultancy firm etc.).*
- *The company is free to use its own proforma Invoice/quotation format/template but must follow all the ACTED terms and Conditions and all the quotations must be signed and stamped.*
- *Suppliers should attach a bank letter approved by a bank. The bank letter must indicate the bank account details.*
- *Suppliers are requested to attach all the updated legal registration documents (operational licenses, certificate of incorporation) and National ID/passport of the legal representative.*

**Note:** *if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please send an e-mail to [transparency@acted.org](mailto:transparency@acted.org).*

Additional information for the consultancy to take note: -

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized signature and stamp: \_\_\_\_\_

