

## REQUEST FOR QUOTATION (RFQ)

RFQ Title:	<b>Provision and supply of ICT Equipment</b>		
RFQ Number	<b>RFQ-JUB- 2024-001-ICT Equipment</b>		
Request for Quotes Issue Date:	September 6, 2024.		
Due Date/Time for Questions:	September 09 <sup>th</sup> , 2024		
Quote Due Date & Time:	September 12 <sup>th</sup> , 2024 by 4:00 PM South Sudan time		
<b><u>Quotes submitted after the deadline (time &amp; date) or that do not include all the information requested will not be eligible for further consideration or contract award</u></b>			
WAO Point of Contact:	Procurement Team - For Questions/submissions - please quote this RFQ title and send to: <a href="mailto:procurement.wao@gmail.com">procurement.wao@gmail.com</a> .		

**Women Advancement Organization**, (WAO) is National Nonprofit Organization that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and under-served populations. WAO in Partnership with EDC in collaboration with the United States Agency for International Development (USAID) selected WAO to implement the USAID Youth Empowerment Activity, in South Sudan. And WAO also has other various donors such as Women for women International, safer world, NRC, NPA, DRC, who work and also implement other major activities within the regions and states of South Sudan.

### Scope of Work

The purpose of this RFQ is to invite legitimate, registered suppliers to submit offers for the procurement and supply of Electronics & Accessories in accordance with the requirements and specifications listed in this document.

### Procurement and supply of ICT Equipment

Item	Quantity	Description of the Item	UoM	Rate	Total Price
1.	8	Laptop Computer, 16GB Intel Core i7SSD, 8 <sup>th</sup> Generation, Runs 8 CPU's, Ultra HD display.	Pcs		
2.	1	Projector CO-WO1, Brand new with high Lumens DLP Projector	Pcs		
3.	2	Printer ,Copy, Fax with ADF print, Scan, Photocopy, Prints colored and Black	Pcs		
4.	8	Flash Disks-2TB SSD Disk 6GB/S up to 550 MB/S write QLC NAND Flash Memory	Pcs		

Quotations must be submitted via email to: Women Advancement Organization, Inc. Attention: Procurement Team, E-mail: [Procurement.wao@gmail.com](mailto:Procurement.wao@gmail.com), before the quotes due date and time; **September 12<sup>th</sup>, 2024, by 4:00 PM South Sudan time.**

**In order to be considered quotes must be valid for at least 30 days and must fulfil the below requirement:**



- Complete vendor contact information on company letter head, signed – including vendors physical address and full legal names.
- The price offered for the goods and/or services, including associated costs, the pricing of the cost must be a detailed breakdown including unit price, the total price, all pricing must be in United States Dollars.
- Current contact information for at least 3 past customer references (see page 3)

**Payment terms including banking details.**

- Valid Tax clearance certificate
- Valid Operational documents
- Valid Registration Certificate
- Valid certificate of Incorporation

**Offer to Comply with Other Conditions and Related Requirements**

Information pertaining to our Quotations. are as follows:	Your Responses (Tick appropriately)		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
<b>Preferred Currency of Quotation:</b> US\$			
<b>Payment terms:</b> WAO Operates on a standard of 30-day credit. Please confirm that you agree to these terms.			
<b>Payment Mode:</b> Bank transfer			
<b>Delivery Lead Time:</b> 5 working days upon receipt of purchase order.			
<b>Delivery terms:</b> DDP, Incoterms 2010			
<b>Delivery Location:</b> WAO Main office in Munuki Suk Mellisiah Behind EB Pharmacy			
<b>Validity of Quotation:</b> (30 days)			
<b>Delivery point.</b> Please confirmed that you can deliver to WAO office in Juba on September 20 <sup>th</sup> , 2024 or Even before the set date.			

**WAO 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.
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**Price/Value**

WAO 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. WAO 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.

WAO may award a contract without discussions with offerors; as such, offerors are strongly encouraged to submit their best quotations with their original submissions. WAO 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 WAO 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 WAO 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	
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Contact Person's full name and phone number	Name: Number:
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Quotation Pricing Validity in Days	Number of Days:
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Authorized Signature:	Date:
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**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: \_\_\_\_\_

Value of Commodities/Services Provided: \_\_\_\_\_



**Reference #2:**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Value of Commodities/Services Provided: \_\_\_\_\_

**Reference #3:**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Value of Commodities/Services Provided: \_\_\_\_\_

