

# REQUEST FOR QUOTATION

PRF #	483	Date	13 <sup>th</sup> October 2021
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Suppliers Business Name:

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Registration number: ..... (Please provide copies of your valid company Registration Documents and other relevant information in relation to this Request for Quotation).

Address/Business Location:

.....

Contact Person and Phone

Number.....

Contact Person:

.....

Please provide FH South Sudan with the cost for the items listed in below table. **Prices to be quoted in either SSP or USD.**

Lot No's	Items Descriptions	Unit	Quantity/Kit	Total Quantity	Unit of Measure	Unit Price (USD)	Total Amount (USD)
	<b>Learners Kits for child friendly space Centre, packaged and assembled in a local light metallic box/Trunk with FH Logo on top and front side with two padlocks</b>						
	Drawing pads(white plain sheets)	PCS	20	6	Kits		
	Colored pencils	PCS	50				
	Pencils	PCS	50				
	Pencil Sharpeners	PCS	50				
	Soft Erasers, any color Synthetic or natural rubber, non-toxic	PCS	50				
	Dimension 30x20x10mm (5% +/- Flexibility in Size)	PCS	20				
	Safety Scissors, Sharp/Blunt blades of stainless steel, riveted with stainless screw or rust proof metal securing the two blades	PCS	10				

Sturdy Plastic handles which gives good grip, sized for adult use. Total length of 135- 160mm		
Plain white paper, White plain sheets, A4 110 GSM 48 sheets. Top glue along the 297mm side, using A4 size of piece cardboard of 600 GSM attached to the back of the pad roll	PCS	1
Colored paper pads, 4 size, 80 GSM, plain (unruled) Hot colored sheets, Hot glued on the 210mm side, Front cover of 160 GSM & Card board backing of 600 GSM.	PCS	20
Adhesive tape (transparent)	PCS	20
Modelling clay, Cardboard box any number stickers with a total weigh of 500g, Non toxic, bright, assorted colors, packed in a neutral film in easy separable blocks. (assorted colors)	PCS	20
Glue bottle, Glue, water based, such as PVA (Poly Vinyl Acetate) Non Organic Solvents, non-toxic, non-flammable, washable Bottle labelled with usage instruction,250 ml	PCS	1
Cardboard, Assorted animated pictures printed on cardboard with stories for children 16 pages of 600 GSM Hardcover case binding, 5x7inches (10% +/- in size) (cardboard)	PC	1
Building blocks, Building blocks, wood, assorted shape & color (colored pieces)	PCS	20
Counting circle, Wooden Circle, hard material Assorted colors	PCS	20
Chain puzzle, Wooden/ Plastic pieces of maximum 12-16 pieces per set (5 set)	SET	5
Dominoes set - plastic with colored dots, Domino piece of plastic domino tile size 2.75x1.38x0.4inches (10% +/- in Size) 28pcs in each set of different animals pictures	SET S	28
Stringing beads - wooden different colors	PCS	25
Memory game with different pairing card images, 24 cards of 12 pairs, of	PCS	32

different Animals/cartoons of card Packed in Card Box 32 sets required						
Sponge balls assorted colors, Balls, Made of Sponge rubber/foam material Approx. 60mm Diameter.	PCS	5				
Hand animal-puppets (soft hand puppets)	PCS	4				
Soap	PCS	5				
Plastic water container-10 litres	PCS	2				
Exercise books 96 pages	PCS	10				
Black pens, Ball point	PCS	10				
T-shirts, Pollo, with 3 Logos, FH, ECW, Save the children and Ministry of Education.	PC	1				
Flip chart markers assorted colours, permanent marker pens of assorted colors 0.3-0.5mm narrowed tip.	BOX ES	2				
<b>Total Amount</b>						

#### **INSTRUCTIONS TO INTRESTED BIDDERS:**

- ✓ Quotations can be sent through an Email, addressed to the **Procurement Committee**,  
to [hemmanuel@fh.org](mailto:hemmanuel@fh.org)
- ❖ FH South Sudan Office, located within the same compound with CIC Africa Insurance (SS)  
Ltd., CIC Plaza, 714B-3K-South, Kololo Airport Road, and Juba South Sudan. **Please call + 211 926  
133 422.**
- ❖ Quotation deadline is **18<sup>th</sup>-October-2021 at 4:00 PM.**
- ❖ Late submissions will be **rejected and automatically disqualified.**
- ❖ FH South Sudan payment terms are by bank transfer or cheque, payable within 30 days  
after the satisfactory delivery of goods.
- ❖ Please note that submission of invoice and other relevant supporting documents are  
requirements for payment processing.
- ❖ Please refer all technical questions to:
  - ✓ [vmakovere@fh.org](mailto:vmakovere@fh.org)
  - ✓ [dchol@fh.org](mailto:dchol@fh.org)
  - ✓ [hemmanuel@fh.org](mailto:hemmanuel@fh.org)
- ❖ Please note that technical questions **MUST** be asked via email, not by phone.

- ❖ Main evaluation criteria will be:
  - ✓ Price competitiveness
  - ✓ Evidence of expertise in the supply of similar related products
  - ✓ Available Ex-stock for immediate delivery to the FH Juba Office
  - ✓ If not Available Ex-stock, delivery lead time to FH Juba Office
  - ✓ Valid business registration documentations
  - ✓ Good quality of the supplies with correct technical specifications
  - ✓ Acceptance of FH payment terms of net 30 days after satisfactory delivery
  - ✓ References and contact details (contact person, email address and phone number).
  
- ❖ Quotations / Prices should include **ALL** applicable taxes as per South Sudan laws, and the supplier will be responsible for payment of all related taxes.
  
- ❖ Please note that in case of need for currency conversion, **the Bank of South Sudan exchange rate on the day and time of conversion shall apply**

**RIGHT TO REPORT**

The Service Provider or Seller shall establish and maintain appropriate business standards, procedures and controls including those necessary to avoid any real or apparent impropriety or to prevent any action or conditions which could result in conflict with the Buyer’s best interests. Please be informed that you have the right to report any activity that is in conflict with appropriate business standards to the FH Country Director on [mbenjamin@fh.org](mailto:mbenjamin@fh.org)

**DISCLAIMER**

- FH South Sudan does not bind itself to accept the lowest or any quotation at all.
  
- This Request for Quotation (RFQ) is not a purchase order and is not a guarantee of purchase from any company
  
- This RFQ is only intended to allow FH South Sudan to consider the prices etc., from various eligible companies, which may result in a procurement decision.
- Please note that there is no document to be requested from the office, you only need to fill in this form including your quotation/Performa invoice.

The above prices are valid for ..... day(s)/Month(s)

Estimated delivery time: .....

Terms of Payment: .....

Warranty if applicable: .....

Signature..... Date & Stamp: .....