

REQUEST FOR QUOTATION.

Reference No: RFQ-TOCH-TJO-26-TSS-006				
Vendor Name:			Head Office	
Vendor Address:			Plot No. 167, Munuki Block A2, Bilpam Road	
Vendor Acct:			P.O.BOX 351, Juba South Sudan	
Bank Name			Procurement focal point: Marko Mayar Ngong	
Name of Contact Person			Tel: +211915554165 Email: marko.mayar@toch-ss.org	
Telephone Number:			www.toch-ss.org info@toch-ss.org	
Vendor Email:			Opening date	31ST March. 2026
			End date (award)	7th April. 2024

1. Background

The Organization for Children Harmony (TOCH) is a South Sudan National Child Focus Non-Governmental Organization established in 2008. The Organization is legally registered with the Ministry of Justice and with the South Sudan Relief and Rehabilitation Commission (SSRRC) with different offices and a number of interventions running in different Counties of Warrap State.

TOCH implements a diverse portfolio of programs and projects on both Emergency and Social Development issues that are focused on contributing towards child protection, women empowerment and general livelihoods in their communities.

Our current interventions specifically target Vulnerable children both girls and boys, women, and vulnerable households such as the poor, Internally Displaced Persons (IDPs), and Returnees in our operations areas by providing assistance and opportunities for empowerment and sustainable development through addressing the underlying causes of poverty all our programming is guided by our core values.

TOCH is looking for competent and reputable Suppliers to supply and deliver **assorted life-skills materials for PSS Groups in Gogrial East and Tonj North Counties, Warrap State.**

Please tender your proposal for your interested business areas with the specifications below:

- 1. Specifications – The supply and delivery of assorted life-skills materials for PSS Groups in Gogrial East and Tonj North Counties, Warrap State**

Lot#1 - Supply and Delivery of assorted life-skills materials for PSS Groups in Gogrial East and Tonj North Counties, Warrap State.

S/ No	Item Description	Unit of Measure (UOM)	Quantity	Unit Price in USD	Total Amount in USD
1	Roll of bedsheet (yellow, light blue, white, pink)	Roll	80		
2	Thread (stuba)	Package	200		
3	Bead (small size with different colours)	Package	60		
4	Threads with mixed colours (threads for making a bedsheet)	boxes	250		
5	Hook-Thread for a small bead	Roll	20		
6	Crochet (knitting needles)	Dozen	10		
7	Scissors with a big size	Pieces	42		
8	Scissors with a small size	Pieces	42		
9	Wooden Ring medium (bedsheet ring)	Pieces	84		
10	Steel needles (hand needles)	Dozen	100		
11	Kettle big size	Pieces	25		
12	A glass cup for drinking tea	Pieces	200		
13	Tea filter (sieves)	Pieces	31		
14	A tea tray of a big size	Pieces	34		
15	White sugar with 50kg	Bag	14		
16	Teaspoon	Pieces	100		
17	Tea leaves (Kericho type or Kenya tea)	Carton	12		
Total Amount in USD					

2. **Other Information pertaining to our Quotation is as follows.**

Descriptions	Remarks
Payment Mode	
Payment Terms/Credit Period	
Delivery Lead Time.	
Validity of Quotation (Period).	
Preferred Currency of Quotation	USD
Location of Delivery	TOCH, South Sudan, Tonj North Field office

3. **Instructions to Suppliers**

When submitting your tender proposal for the Supply and delivery of **project supplies**, please include the following completed document: -

- a. Valid certificate of incorporation e.g. attached the stamped copies indicating the renewal date, month, and year.

- b. Tax registration certificate
- c. Valid tax clearance certificate e.g. electronic Tax Clearance Certificate from the National Revenue Authority (NRA).
- d. Valid operation License or equivalent, depending on the Country you are submitting your tender.
- e. Bank Statements for the last **three** (3) months (**1st Jan. 2026 to 31st March 2026**).
- f. Trade references (latest) from other INGOs or UN agencies and attached contract samples as evidence of your engagement in the Supply and Delivery of project materials or services:

4. Language of Tender

All the information requested for the tender process shall be provided in the English language.

5. Experience

Prospective Suppliers must have carried out successful supply and delivery of similar goods to INGOs and UN Agencies.

6. TOCH Terms & Conditions, and TOCH Policies

1. Eligible and interested Suppliers shall be required to read and be willing to abide by TOCH Terms and Conditions for the supply of goods or Services, TOCH Supplier Code of Conduct, Safeguarding, PSEA, GBV & child Protection policy as indicated in **Annexes 18**.

7. Eligible Suppliers

The procuring entity's employees and their relatives (spouses and children) are not eligible to participate in the tender process.

8. Submission and Deadline for tender documents

A sealed hard copy of the tender application containing all the requirements shall be submitted to the **TOCH Office, Juba, Tonj North and Kuajok**, or the address provided above clearly marked with the tender reference number: **RFQ-TOCH-TJO-26-TSS-005**

Email submission is also accepted with the condition that the suppliers will submit the prescribed documents in the form of Portable Document Format (PDF) through TOCH Official Supply email: tenders@toch-ss.org

9. Questions Arising from Tender Documents

Questions and clarifications that may arise from the tender documents should be addressed to the email address; tenders@toch-ss.org or marko.mayar@toch-ss.org on or before **7th April. 2026** Responses to the questions and clarifications shall be uploaded to the **NGO FORUM or TOCH South Sudan website on www.toch-ss.org**.

10. Additional Information

TOCH reserves the right to request the submission of additional information from prospective Suppliers.

11. Notification of Successful and Unsuccessful Suppliers

TOCH will only notify the successful bidder/Supplier of the tender for Supply and Delivery of internet connectivity or services outcome in writing, and this will be done three (3) weeks after the closure of the tender/Request for Quotation deadline.

12. Tender or Quotation Conditions:

Payment will be made within 30 days of receipt of goods, by bank transfer, Cash, and cheque only.

All suppliers doing business with TOCH should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure the non-exploitation of child labour, and give fair working conditions to their staff. TOCH reserves the right to reject quotations provided by suppliers not meeting these standards.

Vendors doing business with TOCH will be screened on anti-corruption due diligence before TOCH confirms an order or contract.

TOCH aims to purchase products and services that meet the minimum environmental impact. Environmental considerations form part of the TOCH selection criteria, and TOCH reserves the right to reject quotations provided by suppliers not meeting these standards.

13. Tender Guidelines/Regulations and Criteria

a. **Incomplete Application**

The application forms, which are not filled out and duly stamped and submitted in the prescribed manner will not be considered by the reviewing committee mandated to carry out this exercise.

b. **The Tender Data**

It is understood and agreed that the tender data of the prospective Supplier is to be used by TOCH in the selection of a prospective Supplier to perform the contract with respect of items as described by the client in **clause two** of this document.

c. **Tender Requirements**

Prospective Suppliers will not be considered qualified unless, in the judgment of TOCH, they possess the capability, experience, qualified personnel, available and sustainable equipment, and net current assets or working capital enough to satisfactorily execute the contract.

14. Essential Criteria for Tender or Quotation Evaluation

The committee members agreed that the vendors should be analysed and evaluated based on the following criteria:

a. **Experience**

The prospective bidder shall have at least three (3) years' experience in the supply of similar goods. Past performance will be shown by way of attaching relevant local purchase orders (LPO)/contract agreements, and letters of recommendations.

b. **Financial Capacity**

The supplier's financial condition will be determined by the Latest Bank statements for the last three (3) months from **1st Jan. 2026 to 31st March 2026**. Potential Suppliers will be rewarded based on the satisfactory information given.

- c. Reliability
- d. Quality of item with consideration of item specification
- e. Efficiency especially the ability to meet the deadline.
- f. Price
- g. Adherence to specification

Inspection

TOCH is obliged to ensure that its procurement decisions are clearly justified and documented and keeping within the Donor's mandatory principles. In that regard, full and on-the-spot access must be granted to representatives of TOCH, the Donor or any organization or person mandated by it, to premises belonging to TOCH or its contractors. The right to access shall include all documents and information necessary to assess or audit the implementation of the contract.

Conflict of interest

A conflict of interest exists in any situation in which a person having official responsibilities for TOCH South Sudan is empowered to make decisions on behalf of their project/department and who, as a result of that authority, can potentially benefit personally, directly, or indirectly, from an entity or person conducting business with TOCH. Any conflict must be disclosed in full and reviewed by the Supervisor or ED's Office. TOCH reserves the right to deny the selection of the individual as a Contractor if the conflict cannot be mitigated.

Shortlisted Vendors will be required to submit samples of each item. Please be sure to have all samples available at short notice and wait for a response from TOCH if you have been shortlisted.

15. Notification of the results

Only the successful and competitive bidder will be notified. Therefore, if you do not receive an email communication within three weeks (3 Weeks) of the expiry of the deadline, your bid has not been successful.

16. Disclaimer

This is only a call for tender or Quotations and TOCH reserves the right to either amend or cancel it at any time with or without notice. In such cases, TOCH shall accept no liability whatsoever. The potential bidder is wholly responsible for all costs related to the preparation and submission of tender dossiers.

17. TOCH Terms & Conditions, and Policies

1. Annexe 1: TOCH Terms & Conditions for Supply of Goods or Services
2. Annex 2: TOCH Supplier Code of Conduct
3. Annex 3: TOCH GBV & Child Protection Policy
4. Annex 4: TOCH Safeguarding Policy, and
5. Annexe 5: TOCH PSEA Policy

Supplier Authorised Representative

I/We..... have read and understood the above TOCH requirements for Purchase of Goods or Services. We commit and pledge to uphold entity requirements without any alterations.

Signed on behalf of the Supplier:Date:

Stamp: