



RFQ Ref No: 723/25/IPPASJ

4th February 2025

Request for Quotations (RFQ)

Request for Quotations (RFQ) for Supply and Delivery of Fodder Preservation and Processing Equipment i.e. 12 Hay Balers (Hay Balers of Hay Bale capacity of 30 - 40 Kgs per bundle), 6 Chaff Cutters for Silage making and 360 Kgs of Napier grass cuttings i.e preferably made using wooden materials or metallic fabrication.

Invitation to RFQ Reference No: 723/25/IPPASJ

Opening Date: 4th February 2025

Closing Date: 14th February 2025

Time: 4:00pm

Please submit your RFQ proposal to the following address:

Physical Address to drop your RFQ Dossiers to "RFQ Box" for Suppliers based in Juba, and the one based in Upper Nile State, Malakal Town.	
CAFOD and Trocaire in Partnership (CTP) Office Located in Hai Malakal, Plot 19, Block XIII, P.O.Box 7, Next to Save the Children Office, Juba - South Sudan	Caritas Diocese of Malakal (CDoM) Office located Adjacent to St. Joseph Parish Church, in Muduria, Malakal Town, Upper Nile State

For any inquiry or clarification please send your query to this Email Address; syiey-puol@cafod.org.uk

RFQ Ref No: 723/25/IPPASJ

CAFOD _ Request for Quotations (RFQ) for Supply and Delivery of Fodder Preservation and Processing Equipment i.e. 12 Hay Balers (Hay Balers of Hay Bale capacity of 30 - 40 Kgs per bundle), 6 Chaff Cutters for Silage making and 360 Kgs of Napier grass cuttings i.e preferably made using wooden materials or metallic fabrication.

1. Background; Catholic Agency for Overseas Development (CAFOD) is the official aid and development agency of Catholic Churches in England and Wales. Trocaire is the official aid and development agency of Catholic Churches in Ireland. In April 2015, CAFOD South Sudan merged with its Irish sister agency, Trocaire South Sudan, integrating their programmes under CAFOD and Trocaire in Partnership (CTP). This merger allowed for pooling of knowledge and resources, reducing programmatic overlap and overhead costs. As members of the Caritas network, CTP champions localisation and works exclusively through partnership with church and non-church national organisations. CTP provide funding as well as ongoing technical support, capacity building and accompaniment to partners, to ensure sustainable delivery of programmes as well as adherence to quality standards.

CAFOD remains the lead agency, maintaining its programmatic approach, as well as its financial and administrative systems and procedures.

CTP through its partnership and localisation Lense takes a multisector integrated approach to programming. CTP programming approach has involved over the years from Rapid Humanitarian Response to Resilience Approach linked to community graduation, market-based approaches, and private sector engagement/participation. Taking cognisance of the complexity of the South Sudan context, CTP has also continued to work with local partners and building their capacity on effective and timely emergency response as and when they occur especially in the current operational areas.

CAFOD is looking for competent and reputable Suppliers for **Supply and Delivery of Fodder Preservation and Processing Equipment i.e. 12 Hay Balers (Hay Balers of Hay Bale capacity of 30 - 40 Kgs per bundle), 6 Chaff Cutters for Silage making and 360 Kgs of Napier grass cuttings i.e preferably made using wooden materials or metallic fabrication**, and the successful firms or individual consultant who meet prerequisite requirements will immediately be engaged to **Supply and Delivery of Twelves (12) Units Fodder Preservation and Processing Equipment Hay & Silage (Hay Balers of hay bale capacity of 30 - 40 Kgs per bundle) i.e preferably made using wooden materials or metallic fabrication .**

Please RFQ your proposal as per specifications below:

2. CAFOD _ Technical Specifications for Fodder Preservation and Processing Equipment Hay & Silage are attached in **appendix schedule 19.**

2.1 Supply and Delivery of Fodder Preservation and Processing Equipment Hay & Silage (Hay Balers of hay bale capacity of 30 - 40 Kgs per bundle).

RFQ Ref No: 723/25/IPPASJ

#	Description	Unit	Qty	Unit Price in USD	Total Price in USD
1	Hay Balers	pcs	12		
2	Chaff Cutters	pcs	06		
3	Napier Grass Cuttings	kgs	360		
4	Black Polyethene bags (100 Kg packaging)	pcs/Bundles	100		
2	Grand Total Cost.				\$ -

Note: We strongly encourage all potential Suppliers to provide their Financial Offer or Quotation in their Company's Letterhead.

3. Other Information pertaining to our RFQ is as follows.

Descriptions	Remarks
Payment Mode	
Payment Terms/Credit Period	
Delivery Lead Time	
Validity of RFQ (Period).	
Preferred Currency of RFQ	
Location of assignment	Caritas Diocese of Malakal Office, in Upper Nile State.

4. Instructions to Suppliers for Administrative Requirement; When submitting your RFQ proposal for **Supply and Delivery of Twelves (12) Units Fodder Preservation and Processing Equipment Hay & Silage (Hay Balers of hay bale capacity of 30 - 40 Kgs per bundle) i.e Supply and Delivery of Fodder Preservation and Processing Equipment i.e. 12 Hay Balers (Hay Balers of Hay Bale capacity of 30 - 40 Kgs per bundle), 6**

RFQ Ref No: 723/25/IPPASJ

Chaff Cutters for Silage making and 360 Kgs of Napier grass cuttings i.e preferably made using wooden materials or metallic fabrication, please include a completed document (valid registration certificates and CAFOD Policies duly signed and stamp) : -

- 4.1 CAFOD Terms and Conditions - attached in the appendix section of this document.
 - 4.2 CAFOD Ethical Code of Conduct for Supplier - attached in the Appendix section of this document.
 - 4.3 CAFOD Safeguarding Policy – attached in the Appendix section of this document.
 - 4.4 CAFOD Antibribery Policy – attached in the Appendix section of this document.
 - 4.5 Valid certificate of incorporation as a registered Company e.g., attached the certificate of registration and attached back side duly stamp copy indicating the renewal date, month, and year.
 - 4.6 Tax registration certificate
 - 4.7 Valid tax clearance certificate e.g., electronic Tax Clearance Certificate/Valid Personal identification Tax (PIN) for individual Consultant.
 - 4.8 Valid operation licence
 - 4.9 The latest bank Statement for the last six (6) months (1st July 2024 to 31st December 2024).
 - 4.10 Trade references (latest) or recommendation letters with both **active emails and telephone numbers from INGOs or UN agencies and please attached contract samples as an evidence to your engagement Supply and Delivery of Fodder Preservation and Processing Equipment i.e. 12 Hay Balers (Hay Balers of Hay Bale capacity of 30 - 40 Kgs per bundle), 6 Chaff Cutters for Silage making and 360 Kgs of Napier grass cuttings i.e preferably made using wooden materials or metallic fabrication) i.e :**
5. **RFQ Instructions;** The CAFOD in South Sudan hereinafter referred to as “procuring entity” intends to contract a Supplier to **Supply and Delivery of Fodder Preservation and Processing Equipment i.e. 12 Hay Balers (Hay Balers of Hay Bale capacity of 30 - 40 Kgs per bundle), 6 Chaff Cutters for Silage making and 360 Kgs of Napier grass cuttings i.e preferably made using wooden materials or metallic fabrication** . The RFQ is open to eligible Supplier who meet key requirements as indicated in the instructions.
 6. **Language of RFQ;** All the information for RFQ process shall be provided in English language.
 7. **Experience;** Prospective Suppliers must have carried out successful Provision of Climate Risk Assessment for similar services to INGOs and UN Agencies.

RFQ Ref No: 723/25/IPPASJ

- 8. Terms and Conditions;** Eligible and interested Suppliers shall be required to read and be willing to abide by CAFOD procurement terms and conditions, CAFOD Supplier Code of Conduct, CAFOD Safeguarding policy, and CAFOD Antibribery Policy as indicated in **Appendix Schedule 19**.
- 9. Eligible Suppliers;** The procuring entity's employees and their relative (spouse and children) are not eligible to participate in the RFQ process.
- 10. Submission and Deadline for RFQ documents;** The RFQ application containing all the requirements shall be submitted to emails address provided above clearly marked your email subject **"RFQ Ref No: 723/25/IPPASJ for Supply and Delivery of Fodder Preservation and Processing Equipment i.e. 12 Hay Balers (Hay Balers of Hay Bale capacity of 30 - 40 Kgs per bundle), 6 Chaff Cutters for Silage making and 360 Kgs of Napier grass cuttings i.e preferably made using wooden materials or metallic fabrication**. The deadline for the submission of RFQ will be on **Friday, 14th February 2025, at 4:00 pm Juba Time**.
- 11. Questions Arising from RFQ Documents;** Questions and clarification that may arise from the RFQ documents should be addressed to the email address below on or before **10th February 2025**. Responses to the questions and clarifications shall be uploaded to **NGO FORUM website on 12th February 2025**, by email; ctpsupply@cafod.org.uk.
- 12. Additional Information;** CAFOD reserves the right to request the submission of additional information from prospective Suppliers.
- 13. Notification of Successful and Unsuccessful Suppliers;** CAFOD will only notified the successful bidder/Supplier for the RFQ for **Supply and Delivery of Fodder Preservation and Processing Equipment i.e. 12 Hay Balers (Hay Balers of Hay Bale capacity of 30 - 40 Kgs per bundle), 6 Chaff Cutters for Silage making and 360 Kgs of Napier grass cuttings i.e preferably made using wooden materials or metallic fabrication** outcome in writing, and this will be done after three (3) weeks to closure of RFQ deadline.
- 14. RFQ Guidelines/Regulations and Criteria**
 - 14.1Incomplete Application;** The application forms which are not filled and duly stamped and submitted in the prescribed manner will not be considered by the reviewing committee mandate to carry out this exercise.
 - 14.2The RFQ Data;** It is understood and agreed that the RFQ data of the prospective Supplier is to be used by CAFOD in selection of prospective Supplier to perform the contract in respect items as described by the client in **Appendix Schedule 19** in this document.
 - 14.3RFQ Requirements;** Prospective Suppliers will not be considered qualified unless in the judgment of CAFOD they possess the capability, experience, qualified personnel, available and sustainable

RFQ Ref No: 723/25/IPPASJ

equipment, and net current assets or working capital enough to satisfactorily execute the contract for goods.

15. Essential Criteria for RFQ

15.1 Experience; The prospective bidder shall have at least seven (7) years' experience in the provision of similar services. Past performance will be shown by way of attaching relevant local purchase order (LPO)/contract agreement, and letters of recommendations. Suppliers should further specify the area of specializations. Prospective suppliers should have special experience and capability to organize, supply and deliver assignment as per agreed timeliness in the contract agreement.

15.2 Financial Condition; The supplier's financial condition will be determined by latest bank statement statements submitted with the RFQ documents as well as latest bank statement for the last six (6) months.

15.3 Declaration; Application MUST include a declaration **Appendix 16** certifying the accuracy of the information given.

15.4 Withdrawal of RFQ; CAFOD has the right to reject the RFQ from a selected firm, should a condition arise between the time the firm has bidder and the bid opening date which in the opinion of the CAFOD could compromise the performance and but not limited to bankruptcy, change in ownership or new commitment.

16. Declaration; (Failure to provide this information shall lead to disqualification from the exercise). Having studied the RFQ information for the above Invitation for RFQ we/I hereby state:

16.1 Have read and understood the terms and condition for CAFOD.

16.2 Have not been debarred from participating in procurement by anybody, institution, or person.

16.3 That in case of being qualified we acknowledge that this grants me/us the right to supply the require items in due time as per our commitment made in our supply lead time indicated in our RFQ response.

16.4 If the legal, technical, financial conditions or the contractual capacity of the firm changes for this call for RFQs, we commit ourselves to inform you and acknowledge your right to review the RFQ made.

16.5 We enclose all the required documents and information required for the RFQ evaluation.

16.6 That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding procurement anywhere.



RFQ Ref No: 723/25/IPPASJ

16.7 That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.

16.8 We are not associated with any other RFQer participating in this RFQ.

16.9 That I/We do hereby confirm that all the information given in this RFQ is accurate, factual, and true to the best of our knowledge.

Date

Applicant's Name

Represented by

Signature

Designation

(Full name and designation of the person signing and stamp or seal.)

17. Notification of the results; Only the successful and competitive bidder will be notified, and if you do not receive any email communication within three weeks (3 Weeks) after the expiry of the deadline, considered your bid not been successful. We, the undersigned, hereby accept in full the CAFOD & Trocaire General Terms and Conditions and hereby offer to construct the items listed above in conformity with the requirements of CAFOD & Trocaire in Partnership as per details provided above.

Name of Company:	
Address:	
Tax Identification Number	
Active Phone Number	
Email:	



RFQ Ref No: 723/25/IPPASJ

18. Disclaimer; This is only a call for RFQ and CAFOD & Trocaire in Partnership reserves the right to either amend or cancel it at any time with or without notice. In such cases, CAFOD & Trocaire in Partnership shall accept no liability whatsoever. The potential bidder is wholly responsible for all costs related to the preparation and submission of RFQ dossiers. The decision of the CAFOD & Trocaire in Partnership Procurement Evaluation Committee (PEC) shall be final and the PEC are exercising the right vested into them by the CAFOD Supply Chain Manual

19. Appendix Schedule – CAFOD Policies, Terms and Conditions, and Terms of Reference (ToR)

1. Appendix A: CAFOD Terms & Conditions
2. Appendix B: CAFOD Ethical Code of Conduct of Supplier
3. Appendix C: CAFOD Safeguarding Policy
4. Appendix D: CAFOD Antibribery Policy
5. Appendix E: CAFOD _ Technical Specifications for Fodder Preservation and Processing Equipment Hay & Silage.