



16th March 2022

CAFOD & Trocaire in Partnership (CTP)
CTP Office Plot 19, Block XIII, P.O. Box 7, Hai Malakal
Next to Save the Children International
Juba, South Sudan

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

**REQUEST FOR QUOTATION- SUPPLY AND DELIVERY OF IT EQUIPMENT
(LAPTOPS AND TABLETS).**

a. Background

Catholic Agency for Overseas Development (CAFOD) is the official aid and development agency of the Catholic Churches in England and Wales. We work with local partners across South Sudan, in areas of Sustainable Livelihood, Food Security, Emergency, and Peace Building programmes.

CAFOD is looking for competent and reputable Suppliers to Supply and Delivery of IT Equipment (Laptops and Tablets) as per below Specification.

b. Specifications:

s/n	Description of Goods	Unit	Qty	Unit Price (USD)	Total Price (USD)
1	Lenovo ThinkPad E14 (i5-1135G7/8/512SSD/10Pro)	Pcs	11		
2	Laptop Back Pack (High Quality).	Pcs	11		
3	Samsung Galaxy Tab A -8.0", battery capacity 5000 mAh, and with Internal Memory 32GB.	Pcs	30		
4	Tablet Cover for Samsung Galaxy Tab A8.0".	Pcs	30		
5	Screen Guard for Tablet A 8.0"	Pcs	30		
6	SD Card SanDisk 32 -Micro SD Memory Card 32 GB.	Pcs	30		
Total Price in USD					

c. Other Information Pertaining of our Quotation are as follows:

#	Please supply the following information:	Provide your response below correctly	
1.	Quote Validity		
2.	Delivery Lead Time to: CTP Office in Hai Malakal, Juba -South Sudan.		
3.	Payment Mode		
4.	Payment Period		
#	Eligibility Criteria	Document Required	Remarks/Comment (Tick if it is

			valid)
Note: Requirements from number 1- 9 is Applicable to Laptops and Tablets (Minimums/Mandatory Requirement for Supplier to provide)			
1.	Registration of business/company in South Sudan (with minimum of 2 years of operation in South Sudan.) Valid Certificate of Incorporation or equivalent.	Certificate of Incorporation from the Ministry of Justice including the renewal stamps at the back page of the certificate	
2.	Valid Membership Certificate	Membership Certificate from Ministry of Chambers and Commerce	
3.	Valid Operation Licence	Operation Licence from the State Ministry of Finance & Economic Development	
4.	Tax identification	Tax Identification Certificate from Ministry of Finance and Taxation	
5.	Valid tax clearance certificate	Tax Clearance Certificate from the Ministry of Finance and Taxation	
6.	Valid Importers and Exporters Registration Certificate	Importers and Exporters Registration Certificate from the Ministry of Trade, Industry and East African Community Affairs	
7.	Valid Letter of No Objection	Letter of No Objection from the Ministry of Interior	
8.	Bank statement to assess financial capacity	Bank statement for the last 6 months period ending 31st December 2021.	
9.	Recommendation Letters and Sample of Contracts/LPO for ICT Equipment Supplies.	Provide list of recommendation letters for relevant goods (ICT Equipment) (attached sample of contracts as an evidences).	

#	Annexed: CAFOD Policies and CAFOD Terms & Conditions for supply goods or services (Supplier requires to sign and stamps all the policies as part of their response) – Downloadable as part of Request for quotation.	
1.	Appendix A_ CAFOD Terms & Conditions for supply of goods or services.	
2.	Appendix B _ CAFOD Supplier Code of Conduct	
3.	Appendix C _ CAFOD Safeguarding Policy	
4.	Appendix D _ CAFOD Antibribery Policy	

d. Submission of Quotes

The quotations shall be submitted in **Hard copies in a sealed** envelope. Email submission will not be accepted.

e. Submission Address:

Bids shall be submitted to:

CAFOD & Trocaire in Partnership (CTP)

CTP Office, Plot 19, Block XIII, P.O. Box 7, Hai Malakal

Juba, South Sudan

Envelope should be labeled with reference no#: **RFQ/529/22-IPPASE.**

f. Registration for submission:

Please ensure that you register your hand delivered quotation and drop it in the tender box yourself in our security guards' room. Each hand delivered quotation/bid must be registered individually on the visitor's book which is available at guard's room. Unregistered quotation/bid will not be considered even if it is dropped in the tender box.

g. Request for clarifications:

Any request for clarification must be made in writing through the email: ctpsupply@cafod.org.uk and must be received not later than **on Monday 21st March 2022, at 12:00 pm Local Time.**

h. Deadline for the submission of the quotation:

The deadline for the submission of the quotes will be strictly **on Friday 25th March 2022, before or at 4:00 pm Local Time**. No bids will be received after this deadline.

i. 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 policies annexed in section C and hereby offer to supply the items listed in conformity with the requirements of CAFOD & Trocaire with it Partner (TOCH) as per details provided above.

For the Supplier:	
Name:	
Position/Title:	
Signature and Stamp:	
Date:	

j. Disclaimer

This is only a call for quotations 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 quotations dossiers. The decision of the CAFOD & Trocaire in Partnership Procurement Evaluation Committee (PEC) shall be final and the PEC are exercising the right invested into them by the CAFOD Supply Chain Manual.