



April 2020

Kololo, US  
Embassy  
Road-Next to  
Rainbow Hotel.

Dear Sir/Madam,

**Request for Quotation for 100 pieces of Solar wind up  
radio MP3 player freeplay Encore 703 (yellow) and 75  
Pieces of Tecno Mobile Spark 2 KA7-16 GB, 1GB RAM.**

The purpose of this letter is to invite suppliers to respond to the request for quotation (RFQ) herein enclosed.

Please be informed that your response to the RFQ should be as comprehensive as possible and address all areas therein since incomplete responses may not be considered.

Your offer must remain valid for 30 days (1 months) from the date of submission RFQ.

Please ensure that your response to this RFQ is addressed as follows below and returned by close of business not later than 5pm on Thursday 30th April 2020.

Name: The Procurement Committee  
Address: BBC Media Action, Kololo, US Embassy Road-  
Next to Rainbow Hotel Reference: RFP-SS 04 001.  
Or by email to: [procurement@ss.bbcmediaaction.org](mailto:procurement@ss.bbcmediaaction.org)

Should you require electronic version of this request, please send to the above email.

Please contact the undersigned should you have any queries regarding this RFQ.

Yours sincerely

  
Lasu David  
Logistics/Admin Officer  
+211 (0) 929 003 114  
[david.lasu@ss.bbcmediaaction.org](mailto:david.lasu@ss.bbcmediaaction.org)



**BBC Media Action Request for Quotations For 100  
Pieces of Solar Wind Up Radio MP3 Player Freeplay  
Encore 703 and 75 Pieces of Tecno Spark 2 KA7-16GB,  
1GB RAM.**

**Author:** Lasu David

**Version:** 3.0

**Date:** April 2020

## Contents

	<b>Page No</b>
1.1 Organisation Background .....	3
1.2 Overview of Requirements.....	3
1.3 Purpose of this Request for Proposal (RFP).....	3
1.4 Scope of services.....	4
1.5 Supplier Evaluation Criteria .....	4
2 Instructions to Suppliers .....	4
2.1 Basis of RFP .....	4
2.2 Validity of Proposal .....	5
2.3 Confidentiality and Non-Disclosure .....	5
2.4 Cost of Preparation .....	5
2.5 Questions and Additional Information .....	5
2.6 Target Timetable- based on timelines on procurement plan .....	5
2.7 Timing and Delivery .....	5
3 Statement of Requirements.....	6
3.1 Management Summary .....	6
3.2 Technical Description of Internet Services.....	6
3.3 Company Background .....	6
3.4 Reference Clients .....	7
3.5 Technical Support Officer.....	7
3.6 Service Timescale.....	7
3.7 Costed Option.....	7
3.8 Contractual Considerations.....	7
3.7 Service Developments .....	7

## **Introduction**

This document is structured as follows:

**Section 1                      Introduction**

**Section 2                      Instructions to Service Providers**

This section contains instructions on how BBC Media Action requires the Supplier to reply to the RFQ, including contact points, format and timescales.

**Section 3                      Statement of Requirements**

This section lists the detailed requirements that the Supplier must respond to, point by point, maintaining the same headings and numbering.

### **1.1    Organization Background**

BBC Media Action is the BBC's international development charity. It is legally, financially and operationally independent from the BBC, but builds on the fundamental values of the BBC to guide its work. ([www.bbc.co.uk/mediaaction](http://www.bbc.co.uk/mediaaction)).

BBC Media Action uses the power of media and communication to help reduce poverty and assist people to understand their rights. The primary areas of work are:

- Education
- Health
- Resilience and humanitarian response

BBC Media Action uses media and communication to help reduce poverty and support people in claiming their rights. Our aim is to inform, connect and empower people around the world. BBC Media Action has been operating in South Sudan since 2011, registered with the Relief and Rehabilitation Commission (RRC).

### **1.2    Overview of Requirements**

BBC Media Action is requesting for quotations for 100 Pieces of solar wind up radio MP3 Player freeplay Encore 703 and 75 Pieces of Tecno Smart phones KA7 Spark 2-16GB, 1GB RAM (Please see details of the radio as attached in the document at the last page).

### **1.3    Purpose of this Request for Quotations (RFQ)**

The purpose of this Request for Quotation (RFQ) document is to:

- Obtain information on suppliers and to meet the requirements of BBC Media Action
- Obtain competitively priced quotations

Responses to the RFQ will be evaluated against key requirements by BBC Media Action, and form the basis of subsequent contractual negotiations with the selected supplier.

#### **1.4 Scope of services**

All quotations from suppliers will cover the following:

- To provide competitive quotations
- To provide the warranty
- To provide validity of the quotation
- To provide delivery time scale.

#### **1.5 Supplier Evaluation Criteria**

Supplier's quotation will be evaluated according to the following criteria:

- Background of the supplier
- References – evidence of supply services to other organizations
- Description of delivery and capabilities
- Quality of customer and support services (guarantee)
- Cost competitiveness
- Legal registration certificates and other requirements to offer the same services in South Sudan

## **2 Instructions to Suppliers**

### **2.1 Basis of RFQ**

You are requested to propose a solution that will meet the current and future requirements of BBC Media Action, as stated in this document.

Third-party services may be included as part of the RFQ where appropriate, on the understanding that the supplier will act as prime contractor and manage third-party interfaces on behalf of BBC Media Action. We have a strong preference to select a supplier that can demonstrate they have in-house capacity to successfully deliver on the above to BBC Media Action.

This RFQ is not an offer to contract. Acceptance of a quotations does not commit BBC Media Action to award a contract to any supplier, even if all requirements stated in this RFQ are satisfied. And conversely failure to meet a qualification or requirement in this RFQ will not necessarily subject a quotation to disqualification. We will assess all responses against all of the evaluation criteria stated above.

The supplier's response to this RFQ will constitute an offer to enter into a CPO based on the terms stated in the RFQ.

## 2.2 Validity of RFQ

BBC Media Action expects the prices quoted by the supplier within their proposal to remain valid from the RFQ submission date for a period of 30 days (1 month).

## 2.3 Confidentiality and Non-Disclosure

The information contained in this RFQ (or accumulated through other written or verbal communication) is confidential. It is for quotations purposes only and is not to be disclosed or used for any other purpose.

## 2.4 Cost of Preparation

BBC Media Action will not accept any liability or responsibility for any costs incurred by the supplier in preparing a response to this RFQ or any associated work effort, including the costs of any trial period, should this be required.

## 2.5 Questions and Additional Information

Please email or ring Lasu David on with any questions you have on

the RFQ: Email: [procurement@ss.bbcmediaaction.org](mailto:procurement@ss.bbcmediaaction.org)

Phone: +211 (0) 929 003 114

## 2.6 Target Timetable- based on timelines on procurement plan

The target timetable for this project is shown in the table below but suppliers must be aware that whilst every effort will be made to meet these dates, the timetable may change for operational reasons and suppliers will be notified accordingly.

Step	Task	Date
1	RFQ issued	16 <sup>th</sup> April 2020
2	Response received from Suppliers	30 <sup>th</sup> April 2020
3	Follow up by BBC Media Action with specific providers to provide additional information, as required.	8 <sup>th</sup> May 2020
4	Supplier selection decision	13 <sup>th</sup> May 2020
5	Contracting	15 <sup>th</sup> May 2020

**Please note that the submission deadline for prospective service providers is at the close of business (5pm) on 30<sup>th</sup> April 2020. The dates given are only indicative and may be changed as circumstances change.**

## 2.7 Timing and Delivery

The supplier will provide one paper copy of their quotation together with an electronic

copy sent to [procurement@ss.bbcmmediaaction.org](mailto:procurement@ss.bbcmmediaaction.org) .

**The quotations must be received no later than 5pm on Thursday 30<sup>th</sup> April 2020.** Any quotation received after this may be discounted from further consideration. Any requirement that the supplier might have for proof of delivery is at the supplier's discretion and cost.

To enable an efficient and fair evaluation process this must be strictly adhered to. Quotations should be addressed and delivered to:

The Procurement Panel  
Kololo, US Embassy  
Road-Next to Rainbow  
Hotel.  
and by mail to [procurement@ss.bbcmediaaction.org](mailto:procurement@ss.bbcmediaaction.org)

### **3 Statement of Requirements**

The Supplier is required to prepare its quotation and pricing based on the information presented in this section, suppliers can choose to either respond to both radios and phones or one of those respectively. Any assumptions that the service provider makes regarding volumetric data must be clearly stated in the appropriate section.

This section lists all of the detailed requirements that the service provider must respond to, point by point. The Supplier must use the same headings and numbering hierarchy as presented.

If the Supplier has additional information that is directly relevant to the stated requirements but not explicitly requested, this may be added to the end of the most appropriate section under the heading "Additional Information" or referenced to appendices.

#### **3.1 Technical Description**

Please provide a detailed technical description of the items to be supplied, and ensure you cover the full scope of services as described in Section 1.4 and with due consideration given to the evaluation criteria in Section 1.5

#### **3.2 Company Background**

The supplier must provide the following information:

- a) The registered name and address of the company
- b) Registration with Tax Office and TIN number (all registration documents as it pertains to the Company's operation in South Sudan)
- c) The date the company was established
- d) The main services provided by the company



e) The number and location of offices, identifying the main functions of each if applicable

### **3.3 Reference Clients**

As part of the selection process BBC Media Action will contact existing customers of the service provider who have services of a similar size and geographic scope and are using the proposed system. The service provider must select 3 reference clients and provide the following contact information:

- a) Company name and address
- b) Description of services provided
- c) Key contact name, title, and contact information
- d) Length of the service relationship

Please understand BBC Media Action might contact the references based on the information provided

### **3.4 Service Timescale**

Please confirm you will be able to establish the Procurement, so it becomes operational from the contracting date. Any trial period would need to be completed before this time period.

### **3.5 Costed Option**

Please provide us a quotation for the cost of the items for a period of 1 (30 days) month, as per the scope of services set out in this RFQ.

### **3.6 Contractual Considerations**

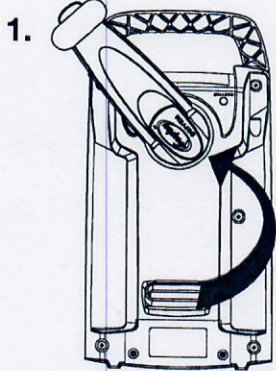
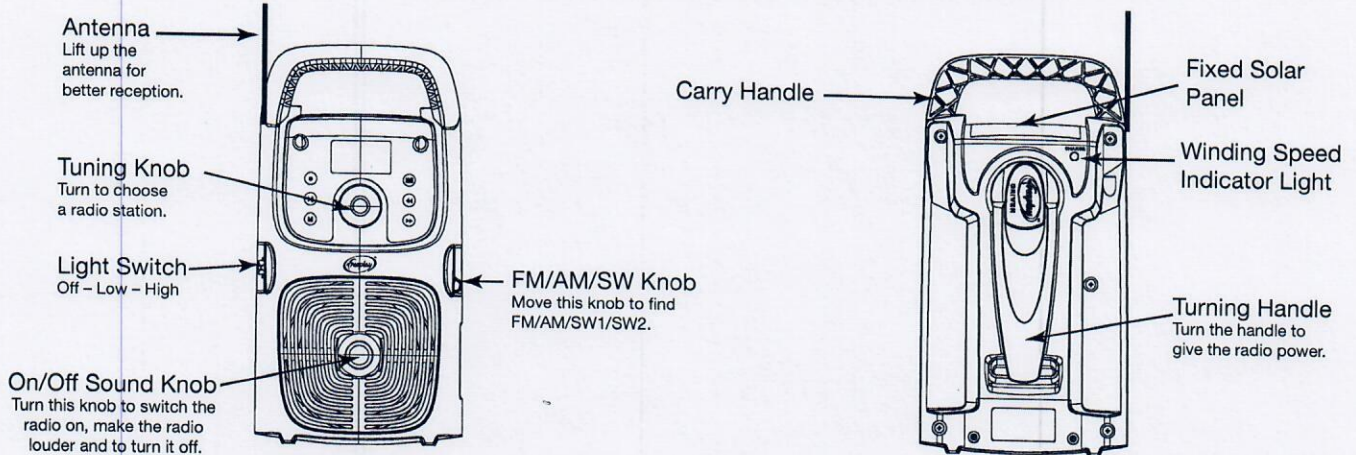
- BBC Media Action and the Supplier will sign a CPO for delivery of the items. For this purpose, which will be subject to revision by the BBC legal team prior to signing.
- BBC Media Action payment terms are 30 days from date of invoice.

### **3.7 Service Developments**

The supplier will: guarantee to get in touch with BBC Media Action if any of the below will happen.

- a) Provide information on future product development, business developments and any additional information regarding services or capabilities that may be of benefit to BBC Media Action in the future.

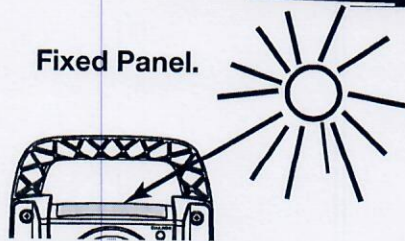
If Player runs out of power while you are listening to it, first switch it off before you recharge it with the wind-up handle or the solar panel.



2. Turn the handle to the right of left. The turning speed must be about 120 RPM (revolutions per minute) or faster. The faster you turn and the more times you turn the handle, the longer the radio will play. The handle must be turned hard enough so that the green light on the back of the radio shines brightly. For every 120 turns at 120RPM (ie 1 minute of winding), the radio will play for about 45 to 60 minutes at normal volume.



MP3 playing uses more power than the radio, so playtimes in MP3 will be much shorter for the same winding. To extend MP3 playtimes winding times must be extended. If the battery is not well charged eg by solar energy, before playing MP3 files, wind the radio for several minutes to charge the battery. Winding does not have to be continuous, all periods of winding add up.



Place the radio in the sun so that the sunlight falls onto the solar panel on the top/back of the radio.

**External Panel.** The solar panel will only work if it is plugged into the hole on the side of the radio. The solar panel needs to be placed in direct sunlight to give the Player power.

For weak signals, the use of this wire improves the reception. Place the long wire high up. Clip the wire to the radio antenna.

