



REQUEST FOR PROPOSAL (RFP) – SUPPLY AND DELIVERY OF OFFICE STATIONERIES

DATE: November 13, 2023

REFERENCE: FWAR-ZD-SSD-2023-006

Dear Sir / Madam:

We are inviting a limited number of companies who applied for the ZOA Dorcas' 2022/2023 prequalification of Companies request under **CATEGORY A: ; REF: ZOA Dorcas/Supplies/22-23/001 – Supply and Delivery of Office Stationeries** to submit their offer for the items outlined in this RFP for the period December 2023 to December 2024.

The all-inclusive offer should be the best discounted offer for all the different items outlined below.

S/No.	Item/Particulars	Qty	Unit	Rate in SSP	Rate in USD
1	Scientific Calculator CS 131 Flamingo	1	pc		
2	Scientific Calculator fx 991 Casio	1	Pc		
3	Antivirus 4 user (Kaspersky)	1	Pc		
4	Internet Security 4 user (Kaspersky)	1	Pc		
5	Mobile Wi-Fi 4GB LTE	1	Pc		
6	Permanent Marker	1	Pkt		
7	Whit Board Markers	1	Pkt		
8	Extension Power Cable (4 pots)	1	Pcs		
9	Head Sets (Logic)	1	Pcs		
10	Mini wireless USB adaptor 300mbs	1	Pcs		
11	8 pot desktop switch 100mbs	1	Pcs		
12	HDMI Cable	1	Pcs		
13	Tender WiFi 300mb	1	pcs		
14	Tenda AC 1200	1	Pcs		
15	Stamp Paid	1	Pcs		
16	Batteries Size D	1	Pair		
17	Batteries AA Engineer	1	Pair		
18	Batteries AAA Engineer	1	Pair		
19	Batteries AA Duracell	1	Pair		
20	Arrow sticker 36 pkts	1	Pkt		
21	Tape Dispenser Small	1	Pc		
22	Numbering Machine	1	pc		
23	Stamp Printer C50	1	pc		
24	Battery 9v	1	pc		
25	Correcting Pen in One	1	pc		
26	Correcting Pen Small (12)	1	Pkt		
27	Correcting Pen Big (12)	1	Pkt		
28	UHU Glue	1	Pc		

29	Glue Stick 35grms (12)	1	Pkt		
30	Glue stick 15 gms (12)	1	Pkt		
31	Glue Stick 36 gms (12)	1	pkt		
32	DVD-R	1	Pc		
33	CD-R	1	Pc		
34	Wireless mouse Logic	1	Pc		
35	Wireless Mouse HP	1	Pc		
36	Wireless Mouse Lenovo	1	Pc		
37	Mouse wire HP	1	Pc		
38	Mouse Wire Lenovo	1	Pc		
39	Mouse Wire GIGA 360	1	pc		
40	Stapler Pin (20pkts) 20/6	1	Box		
41	Stapler pin (20 pkt) 10	1	Box		
42	Staples pin 23/17/15/10/20	1	Pkts		
43	Staples D5 23s 13q	1	Pkt		
44	Stapler 23s 24fl	1	Pc		
45	Stapler HD-23/17	1	Pc		
46	Puncher Four Hole 2040	1	Pc		
47	Puncher Three Hole 20230	1	Pc		
48	Puncher 60	1	Pc		
49	Puncher Heavy Duty p-865	1	Pc		
50	Puncher hp 650	1	pc		
51	Puncher DP 900	1	Pc		
52	One hole Puncher	1	Pc		
53	Stapler HP 10	1	Pc		
54	Stapler Kangaroo	1	Pc		
55	Pin Remover sr -45	1	pc		
56	Ruler small 30 cm	1	pc		
57	Puncher DP 520	1	Pc		
58	Office Bell	1	Pc		
59	External Hard Drive 500GB	1	Pc		
60	External Drive ITB	1	Pc		
61	Whit Board Magnets (4pcs)	1	Pkt		
62	Pen Radius (50) pcs	1	Pkt		
63	Pen Pelkan (50 pcs)	1	Box		
64	Pen Bic (50 pcs)	1	Box		
65	Pen Obama	1	Box		
66	Pen Franc her 20 pcs	1	Box		
67	Pen Montex 150 pcs	1	Box		
68	Pen Unibal 12 pcs	1	Box		
69	Pen Zebra 10 pcs	1	Pkt		
70	Pen Double 12 pcs	1	pkt		
71	Pen Signature	1	Pkt		
72	Pen Unibal gei 12 pcs	1	Pkt		
73	Fountain pen	1	Pkt		
74	Printing Calculator Casio 2650	1	Pc		
75	Printing Calculator Dymo160	1	Pc		
76	Calculator Casio	1	Pc		
77	Calculator sharp EL 1485T	1	Pc		
78	Calculator Flamingo CD 2383	1	Pc		

79	Calculator Dolphins	1	Pc		
80	Office tray Metallic	1	Pc		
81	Office Tray Plastic	1	Pc		
82	Magazine file	1	Pc		
83	Desk Organizer Metallic	1	Pc		
84	Office tray Box 4 layer	1	Pc		
85	Binder Rings 21mm	1	Pc		
86	Binder Rings 16mm	1	Pc		
87	Binder Rings 8mm	1	Pc		
88	A3 Cutter	1	Pc		
89	A4 Cutter	1	Pc		
90	Small Cutter	1	Pc		
91	A3 Laminating Machine Metallic	1	Pc		
92	A4 Laminating Machine Metallic	1	Pc		
93	A3 Laminating Machine Plastic	1	Pc		
94	A4 Laminating Machine Plastic	1	Pc		
95	Key Box Big	1	Pc		
96	Key Box Small	1	Pc		
97	Cash Box Big	1	Pc		
98	Cash Box Small	1	Pc		
99	Bill Counter Nc 75	1	Pc		
100	Desk top APC All in One	1	Pc		
101	Printer hp LaserJet MFP m179 colored	1	Pc		
102	Printer hp laser jet MFP M183 fw	1	Pc		
103	Printer hp laser jet MFP 102A	1	Pc		
104	Printer HP laser jet MFP 227 sdn	1	Pc		
105	Printer HP laser jet MFP 130 A	1	Pc		
106	Printer HP laser Jet MFP M428	1	Pc		
107	Printer EPSON L850	1	Pc		
108	Photocopier Machine Canon 2206	1	Pc		
109	Photocopier Machine Canon 2520	1	Pc		
110	Cartridge 81 A HP	1	Pc		
111	Cartridge 51 a hp	1	Pc		
112	Cartridge 59 A HP	1	Pc		
113	Cartridge 26 A HP	1	Pc		
114	Cartridge 17 A HP	1	Pc		
115	Cartridge 80 A HP	1	Pc		
116	Cartridge 83 A HP	1	Pc		
117	Cartridge 85 A HP	1	Pc		
118	Cartridge 305 a HP	1	Pc		
119	Cartridge 205 A HP	1	Pc		
120	Cartridge 203 A HP	1	Pc		
121	Toner DR-2305 for Brother printer model DCP-L2540	1	Pc		
222	Stamp ink	1	Pc		
123	Stamp Pad	1	Pc		
124	Stick Note 3*4	1	Pkt		
125	Stick Note 3*3	1	Pkt		
126	Id Card Holder	1	Pc		
127	Mathematical Set	1	Pc		

128	White Glue 250 ml	1	Pc		
129	Color Pencils	1	pc		
130	Id Rope (lanyard)	1	Pc		
131	White Board Pin (100) pcs	1	Pkt		
132	Poster Color	1	pkt		
133	High lighter pen (4) pcs	1	pkt		
134	Melody Clay	1	Pkt		
135	Pencil Lead (12) pcs	1	Pkt		
136	Mechanical Pencil	1	pc		
137	Eraser (30) pcs	1	pkt		
138	Printing Paper Double AA (5) Reams)	1	Pkt		
139	Box File (50)PC	1	Pc		
140	Chalk	1	Box		
141	Colored Chalk (100) pcs	1	Box		
142	Paper Clips 78 mm (10) pkt	1	Box		
143	Paper Clip 33 mm (10) pkt	1	Box		
144	Paper Clip 50 mm (10) pkt	1	Box		
145	Binder Clip 32 mm (12)pcs	1	Box		
146	Binder Clip 19 mm (12)pcs	1	Box		
147	Binder Clips 41 mm (12) pc	1	Pkt		
148	Parking Tape	1	Pc		
149	Mask Tape	1	Pc		
150	Duster(Eraser)	1	Pc		
151	Counter Books Q2	1	Pc		
152	Counter Books Q4	1	pc		
153	Ledger Books Q2	1	pc		
154	Ledger Books Q4	1	pc		
155	Printer Cable (1)M	1	PC		
156	Computer Key Board Wireless	1	pc		
157	Computer Key Board USB	1	Pc		
158	Computer Cleaner	1	pc		
159	Flip Charts	1	pc		
160	Suspension File	1	pc		
161	File Folder	1	pc		
162	Rubber	1	pc		
163	Diary Book A5	1	Pc		
164	Diary Book A4	1	pc		
165	Flip Chat Stand	1	pc		
166	File Folder	1	pc		
167	Envelope A4 (50) Pcs	1	Pkt		
168	Envelope A3 (50) Pcs	1	Pkt		
169	Envelope A5 (50) Pcs	1	Pkt		
170	Envelope A6 (50) Pc	1	pkt		
171	Scissors	1	pc		
172	UPS	1	PC		
173	Laptop chargers Dell	1	pc		
174	Laptop Charger HP	1	pc		
175	Laptop Charger Lenovo	1	pc		
176	Manila Paper	1	pc		
177	Writing Pads Spiral A5	1	Pc		

179	Visitor Book A5	1	Pc		
180	Visitor Book A4	1	Pc		
181	Success cards	1	pc		
182	Bond Papers (500) Pcs	1	Ream		
183	Pen Holder	1	pc		
184	Computer Screen	1	pc		
185	exercise Book	1	Pc		
186	Oxford Dicsonary	1	Pc		
187	Holy Bible	1	Pc		
188	Global Chart Maps	1	Pcs		
189	Sukuru Yesu Hymnal	1	pc		
190	Ribbon papers (500)pcs	1	Ream		
191	Design paper (500) Pcs	1	Ream		
192	Kyocera Genuine TK-3402 Black Toner Printer	1	Pc		
193	Kyocera Genuine TK-3402 Black Toner cartridge for ECOSYS PA4500xMA4500ix/MA4500ifx Model Laser Printers	1	Pc		

Proposals should be submitted by **Thursday November 23rd, 2023, 02:00 Pm**, South Sudan time, via email to the address below:

ZOA Dorcas South Sudan

Email: procurement.southsudan@zoadorcas.ngo (Note that there is a . (dot) between procurement and South Sudan)

Your proposal must be expressed in the English language, and valid for a minimum period of 12 months.

In the course of preparing your proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by ZOA Dorcas after the deadline indicated above, for whatever reason, shall not be considered for evaluation. All proposals should be submitted by email, with your company name and reference number in the subject line. Kindly ensure that your proposal is on your company letter head/quotation form, that they are signed/stamped and in pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP.

The proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected for evaluation, and onward arrangement for a 12 months framework agreement. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by ZOA Dorcas, and the unit price shall prevail, and the total price shall be corrected. If the service provider does not accept the final price based on the re-computation and correction of errors, its proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by ZOA Dorcas after it has received the proposal. Please double check your submission.

Please be advised that ZOA Dorcas is not bound to accept any proposal, nor award a contract or purchase order, nor be responsible for any costs associated with a service providers preparation and submission of a proposal, regardless of the outcome or the manner of conducting the selection process.

ZOA Dorcas encourages every prospective service provider to prevent and avoid conflicts of interest, by disclosing to ZOA Dorcas if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

ZOA Dorcas implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against ZOA Dorcas, as well as third parties involved in ZOA Dorcas activities. You will be required to submit along with your proposal a signed ZOA Dorcas supplier code of conduct (Annex 5) even though you may have submitted during the prequalification.

ZOA Dorcas has a zero tolerance to SEXUAL HARRASMENT, EXPLOITATION & ABUSE and also to abuse against Children. Any bidder known to have indulged in such practice now or during this bidding process will be disqualified with the immediate effect.

Your company and its director(s) shall be subjected to vetting (MemberCheck) against list of listed companies or individuals on OFAC, EU, USA, South Sudan list of sanctions. Please submit a copy of the passport or Nationality ID biodata page of your company Director(s) + their email addresses together with your proposal.

Vendors doing business with ZOA will be screened on anti-corruption due diligence before ZOA confirms an order or contract. By submitting this offer, the supplier agrees that his data may be used for such a screening and that the supplier will be registered in the ZOA ERP software.”

This Call for expression of interest is simply an invitation to you to submit a proposal in accordance with this call for proposal document. This Call for proposal does not constitute an offer of any kind on the part of ZOA Dorcas.

Thank you and we look forward to receiving your proposal.

Sincerely yours,



Jeroen Keuning

**Country Director
ZOA Dorcas South Sudan**

