


REQUEST FOR QUOTATION

Reference No.: 2025/LOG/CRSO- DN007 RFQ 002/SUPP/2025-03	PROCUREMENT OF COMMUNITY MANAGED SAVINGS GROUP KITS	 <p style="text-align: right;">Hamza inn compound, Juba town Juba, South Sudan</p>
Important: All Correspondence will refer to the Request for Quotation Number above		

Date of RFQ	24 th March 2025
Required response time for quote	7 days
Proposed Order Commencement Date	10/04/2025
Proposed Order Term / Completion Date	15/04/2025

Manner of submission	Bids to be submitted by email to: procurement.crso@gmail.com Or Delivered in sealed envelope to CRSO head located in Hamza inn, Juba town
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ITEM NUMBER	ITEM DESCRIPTION	UNIT	QNTY	SPECIFICATIONS
1	Passbooks	Piece	625	Savings passbook, size A5 designed with CRSO and SF logos
2	Padlocks	Piece	75	Weatherproof medium size padlocks containing minimum of 3 keys.
3	Calculators	Piece	50	Business calculators, 16 digit
4	Metallic boxes	Piece	25	Metallic box having 3 locks
5	Ledger books	Piece	25	4 quire ledger book
6	Obama pens	Packet	3	Packet containing 50 pens with assorted colours of blue and black
7	Rulers	Dozen	3	Haco rulers measuring 30cm
8	Stamp pads	Piece	25	Customized small sized stamp with a logo of a 'star'

Your offer should clearly indicate:

1. Unit price in USD
2. Transport cost up to delivery place
3. Time of delivery: how many days after order
4. Total unit price in USD.



5. Prices should be net after deduction of discounts
6. Validity of the offer
7. Detailed specifications as provided.
8. Expected payment schedule and/or payment details (bank account information) of supplier
9. Signed CRSO Supplier Code of Conduct

Information to bidders:

1. This is an obligation free quotation. CRSO reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations which do not comply with our conditions will not be considered.
2. Currency of offer should preferably be in United States Dollars.
3. Payment will be made in United States Dollars
4. Payment details will be in the contract.
5. CRSO will not be responsible for any bank service charges.
6. All vendors doing business with CRSO should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. Please submit a signed version of the CRSO Supplier Code of Conduct with your offer. CRSO reserves the right to reject quotations provided by vendors not meeting these standards.

Approved:

Brahan

Juma Brahan
ED/CRSO





CHILD RELIEF
AND SUPPORT ORGANIZATION

SUPPLIER CONFLICT OF INTEREST FORM



1.0. CONFLICT OF INTEREST PRINCIPLES

Conflicts of Interest (Col) can take many shapes and forms. Conflict of interest is a set of circumstances that creates a risk that professional judgement or actions regarding a primary interest will be unduly influenced by a secondary interest.

Primary interest refers to the principal goals of the profession or activity, such as the protection of clients, the health of patients, the integrity of research, and the duties of public office.

Secondary interest includes personal benefit and is not limited to only financial gain but also to such motives as the desire for professional advancement, or the wish to do favours for family and friends. These secondary interests are not treated as wrong in and of themselves but become objectionable when they are believed to have greater weight than the primary interests do.

Conflict of Interest most commonly arises when an individual associated with the project has interests which are divergent or incompatible with the project, and/or when an individual seeks to derive personal benefit for themselves or related parties as a result of their involvement in the project. The underlying risk is that anyone who is putting the interests of themselves or a third party before the interests of the project, the client and the implementing agency, takes decisions or actions which may be to their benefit and may cause damage to all concerned.

CRSO takes conflict of interest very seriously and has put in place systems and procedures to reduce risk of conflict of interest at corporate and project levels, including those related to recruitment, subcontracting and procurement.

For the avoidance of doubt, if you are in any way acting for or on behalf of CRSO, all aspects of conflict of interest policy applies to you.

2.0. ANNEX1. Supplier due diligence form

Supplier Information

Full Name of Company:	
Registered Company Contact Details (address, phone number, email etc.):	
Company Registration Number:	

Prior Conduct

Has the Company or any of the individuals working for or governing the Company, ever been accused or convicted of any of the following offences (if yes, please give details):	
Bribery (including offences under the UK Bribery Act 2010):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fraud:	<input type="checkbox"/> Yes <input type="checkbox"/> No



Corruption:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sexual offences	<input type="checkbox"/> Yes <input type="checkbox"/> No
Breaches of employment law including in relation to discrimination, equal opportunities, or child labour:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Participation in a criminal organisation:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Offences under the UK Counter Terrorism Act 2008:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Breaches of the UK Official Secrets Act 1911 to 1989:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Breaches of the Data Protection Act:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Offences related to non-payment of tax or social security contributions:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Offences related to distortion of competition, or collusion:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any international sanctions against the company?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the Company been dismissed from a professional position as a result of gross negligence or misconduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Conflict of Interest

Is anyone working for or governing the Company a close relative of a staff of CRSO in the country of assignment:	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If 'Yes', please provide detail</i>
Has anyone working for or governing the Company been involved in the preparation of the procurement procedure for the project in question?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If 'Yes', please provide detail</i>
Has anyone who works for or governs the Company worked for SF, CFK or any other CRSO partner in the past 2 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If 'Yes', please provide detail</i>
Please disclose details of any business, financial, personal or professional activities or connections which might be considered to have a potential to give rise to a Conflict of Interest with your Company, or anyone working/governing the Company, in connection with CRSO and/or this contractual agreement. <i>If there is a potential conflict of interest, please state how this conflict of interest could be avoided.</i>	

References

Please provide two professional references from roles performed in the last two years that are relevant to the assignment



Reference name:	
Position:	
Contact details:	
Reference name:	
Position	
Contact details	

Declaration

I declare that to the best of my knowledge the answers submitted in this questionnaire are correct.

I understand that the information will be used to assess the Company's suitability to be engaged as a supplier by CRSO.

I accept that, to verify the information provided in this form, CRSO may request further supporting evidence from the Company or may engage a third party to verify the information provided, within the scope of relevant laws and regulations including those related to data protection.

I understand that failure to answer all relevant questions fully or to provide false/misleading information may result in CRSO withdrawing their partnership with the Company.

Name of signatory:	
Signature:	
Position in the Company	
Date:	





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CRSO SUPPLIER CODE OF CONDUCT



1.0 INTRODUCTION

At CRSO we are working to find lasting solutions to poverty and injustice. We share a common vision, common philosophies and, to a large extent, common working practices with rights based organizations.

Together with our stakeholders, we are working towards a world in which people can live with dignity, have their basic needs met and their basic rights respected, and have the ability to control their own lives.

As we work to achieve our ambition and vision of 'a just world without poverty' we should always remain true to our core mission, aims and values.

CRSO expects that these principles apply to suppliers and their employees, parent, subsidiary or affiliate entities, and subcontractors. The organization expects suppliers to ensure that this Code of Conduct is communicated to their employees, parent, subsidiary and affiliated entities as well as all subcontractors, and that it is done in the local language and in a manner that is understood by all.

The provisions as set forth in this Code of Conduct provide the minimum standards expected of suppliers to CRSO. The organization expects suppliers to strive to exceed both international and industry best practices. The organization also expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they also strive to meet the principles of this Code of Conduct. CRSO recognizes that reaching some of the standards established in this Code of Conduct is a dynamic rather than static process and encourages suppliers to continually improve their workplace conditions accordingly.

2.0. CODE OF CONDUCT: STANDARDS AND VALUES

1. Freedom of Association and Collective Bargaining: CRSO expects its suppliers to recognize the freely-exercised right of workers, without distinction, to organize, further and defend their interests-and to bargain collectively, as well as to protect those workers from any action or other form of discrimination related to the exercise of their right to organize, to carry out trade union activities and to bargain collectively.

2. Forced or Compulsory Labour: CRSO expects its suppliers to prohibit forced or compulsory labour in all its forms.

3. Child Labour: CRSO expects its suppliers not to employ: (a) children below 14 years of age or, if higher than that age, the minimum age of employment permitted by the law of the Republic of South Sudan and (b) persons under the age of 18 for work, that by its nature or the circumstances in which it is carried, is likely to harm the health, safety of morals of such persons.

4. Discrimination: CRSO expects its suppliers to ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on grounds of race, colour, sex, religion, political opinion, national extraction or social origin and such other ground as may be recognized under the national law of South Sudan

5. Wages, Working Hours and Other Conditions of Work: CRSO expects its suppliers to ensure the payment of wages in legal tender, at regular intervals, no longer than one month, in full and directly to the workers concerned. Suppliers should keep an appropriate record of such payments. Deductions from wages are permitted only under conditions and to the extent prescribed by the applicable law, regulations or collective agreement, and suppliers should inform the workers concerned of such deductions at the time of each payment.

6. Health and Safety: CRSO expects its suppliers to ensure, so far as is reasonably practical, that:

- (a) The workplace, machinery, equipment and processes under their control are safe and without risk to health.
- (b) The chemical, physical and biological substances and agents under their control are



without risk to health when the appropriate measures of protection are taken

(c) Where necessary adequate protective clothing and protective equipment are provided to prevent so far as is practical, risk of accidents or of adverse effects to health.

7. Human Rights: CRSO expects its suppliers to support and respect the protection of internationally proclaimed human rights and to ensure they are not complicit in human rights abuses.

8. Harassment, Harsh or Inhumane Treatment: CRSO expects its suppliers to create and maintain an environment that treats all employees with dignity and respect and will not use any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse.

9. Mines: CRSO expects its suppliers not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

10. Environment: CRSO expects its suppliers to have an effective environmental policy and to comply with existing legislation and regulations regarding the protection of the environment. Suppliers should wherever possible support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices

11. Wastewater and Solid Waste: Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal

12. Minimize Waste, Maximize Recycling: Waste of all types, including water and energy are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and reusing materials

13. Corruption: CRSO expects its suppliers to adhere to the highest standard of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including but not limited to extortion, fraud or bribery.

14. Conflict of interest: CRSO suppliers are expected to disclose to CRSO any situation that may appear as a conflict of interest, and disclose to CRSO if any CRSO official or professional under contract with CRSO may have an interest of any kind in the suppliers' business or any kind of economic ties with the supplier.

15. Gifts and hospitality: CRSO has a zero tolerance policy and does not accept any type of gift or any offer of hospitality. CRSO will not accept any invitations to sporting or cultural events, offers of holidays or other recreational trips, transportation or invitations to lunches or dinners. CRSO expects its suppliers not to offer any benefit such as free goods or services, employment or sales opportunity to a CRSO staff member to facilitate the suppliers' business with CRSO

In accepting to work with CRSO, I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code thereby contributing to CRSO's quality of performance and reputation.

Company Name: _____

Name of Representative/Position: _____

Signature: _____

Date: _____

