

REQUEST FOR PROPOSAL (RFQ) Negotiated procedure / tender

ZOA Dorcas is an International Non-Governmental Organisation implementing emergency response, Community development, Peace building, capacity building Education, Advocacy Support to people with disabilities, Psychosocial support projects FSL (incl. Cash for Work), Nutrition, WASH, vocational training, and entrepreneurship projects in South Sudan directly and indirectly through local partners.

Our operation areas are Western Bahr El Ghazal State, Warrap State, Jonglei State and Greater Pibor Administrative Area.

Subject: Framework Agreement for Agricultural Seeds for the Year 2026.

Manner of Submission:

Bids to be submitted per e-mail to: procurement.southsudan@zoadorcas.ngo or delivered (in a sealed envelope) to the following address: ZOA Dorcas at Hamza Inn
RFQ Date: January 12 th , 2026.
Closing deadline: 26 th , January, 2026

Important: Offers transmitted after the deadline or in any other manner than those indicated above will not be considered.

Note: Interested Companies should submit their price list in United States Dollars for these agricultural supplies to be delivered to the following locations valid for 12 months as mentioned, **Juba, Wau, Aweil, Akon, Bor and Pibor.**

Requirements:

ZOA Dorcas invites your company to make a firm offer for the following.

S/no	Items	Description	Unit of Measure	Quantity	Price USD
1	Kale 25g Sachets	Simlaw seed	Grams	1	
2	Cowpea kg bag	Climbing variety	Kilo gram	1	
3	Okra 25g Sachet	Hybrid var 45days	Grams	1	
4	Tomato 25g Sachet	Money Maker	Grams	1	
5	Pumpkin 25g Sachets	Crown prince/ local var.	Grams	1	
6	Kudra (Jaw mallows) 25g Sachet	Local variety	Grams	1	
7	Cucumber 25g Sachets	Green & white var	Grams	1	
8	Regla / purslane 25g Sachet	Hybrid variety	Grams	1	

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9	Onion 25g Sachet	Red Creole Bombay Red Texas Grano	Grams	1	
10	Spider plant kg Sachet	local var	Grams	1	
11	Cabbage 25g Sachet	Gloria F1, Copenhagen Market	Grams	1	
12	Spinach 25g Sachet	Hybrid	Grams	1	
13	Carrot 25g Sachet	Hybrid var	Grams	1	
14	Eggplant 25g Sachet	Black beauty	Grams	1	
15	Hot pepper 25g Sachet	Red pepper	Grams	1	
16	Green pepper 25g Sachet	Sweet pepper	Grams	1	
17	Green Gram 25g Sachet	Mung beans	Grams	1	
18	Amaranthus 25g Sachet	(Terere / Alele / Doodo	Grams	1	
19	Sorghum kg/ bag	Anyanjang (Anyanjang), Malual (Malual Kong Anuor), Nyiethin and Luel, additional variety Malwalc, Rapher, Aher	Kilogram	1	
20	Groundnuts kg or bag	Bedibedi & Abuabil	Kilogram	1	

Your offer should clearly indicate:

1. Duty free unit price in USD
2. Time of delivery: how many days after order
3. Maximum capacity of units delivered
4. Total unit price in USD.
5. Prices should be net after deduction of discounts
6. Confirmed delivery schedule
7. Validity of the offer

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8. Detailed specifications (if different from stipulated specifications)
9. Place of manufacture and country of origin
10. Brand of manufacture
11. Expected payment schedule and/or payment details (bank account information) of supplier
12. Submit Signed ZOA Dorcas Supplier Code of Conduct
13. Submit copies of valid Legal documents ie Certificate of incorporation, tax clearance, tax certificate, operations license, trading license ,member of chamber of commerce ,Bank statement , Organography, prove of five year previous experience , five clients and others. Bank Account detail and copy of Director's ID are also needed.

Information to bidders:

1. This is an obligation free quotation. ZOA Dorcas 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 in United States Dollars.
3. Payment will be made in United States Dollars.
4. Payment details will be in the contract.
5. ZOA Dorcas will not be responsible for any bank service charges.
6. Goods supplied for (ZOA Dorcas) are exempt from VAT and all other customs excise duties.
7. Hand-written, incomplete offers or offers which do not comply with any or our tender conditions will not be considered.
8. There will be liquidated damages equivalent to a deduction of 0.1% per day or part thereof for late deliveries due to default on the part of the suppliers. (adjust to be in line with contract)
8. All vendors doing business with ZOA Dorcas 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 ZOA Dorcas Supplier Code of Conduct with your offer. ZOA Dorcas reserves the right to reject quotations provided by vendors not meeting these standards.
9. Vendors doing business with ZOA Dorcas will be screened on anti-corruption due diligence before ZOA Dorcas 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 Dorcas ERP software.
10. All vendors must provide proof of legality, certificate of incorporation valid, Tax Clearance certificate, and Operations License.
11. Photocopies of Directors, and shareholders National ID, OR Passport.
Please acknowledge receipt of this enquiry and indicate your interest to bid.

Thank you and regards,


ZOA Dorcas Management


South Sudan