



Date: February 9, 2023

To: Whom it May Concern

The purpose of this request for quotation is to invite you to submit a quotation for transportation services on “as-needed” basis for the Youth Empowerment Activity project in South Sudan. EDC anticipates issuing a blanket purchase agreement to establish specific pricing levels and parameters for ordering these transportation services (vehicle, driver, vehicle insurance and petrol) over the next twelve (12) months. EDC anticipates it will need to use the transportation services an average of 5 days per month.

This procurement is open to offers from organizations, incorporated or legally organized under the laws of any country, not under sanction by the US Government. Offers from organizations which are incorporated or legally organized under the laws of any country which is under sanction by the US Government shall not be considered.

EDC is seeking Offerors to provide quotations for transport services (Sedan or SUV, or Minivans or Minibus) for the following:

- Transportation services will be required within the Greater Juba area. Transportation services means a vehicle, driver, insurance coverage and petrol:
  - Greater Juba – transport services that will include taking project staff on a round trip basis from the office to a meeting and back to the office.
  - Services may include a pick-up or a drop-off of staff to the airport.

Other requirements:

- Vehicle models should not be older than the Year 2018
- High flexibility in responding to the requests (advance notice of 2 working days)
- Drivers to be able to communicate in English (basic communication); familiar with requested destinations, know how to use GPS.
- Accept payment via Bank transfers as per invoices submitted to EDC
- Assurance of clear criminal and good driving records for any proposed drivers
- Drivers should be presentable (i.e. good appearance, well educated, etc...) and punctual
- Vehicles must have valid license plate and up to date registration and other documentation required by local authorities.
- Each driver must have a valid driving license

Quotation Due date: 22 February 2023, 16:00 South Sudan Time. Quotations received after this date will not be eligible for contract award.

EDC shall evaluate all quotations based on:

- Price

Schedule of Events:

The following schedule applies to this RFQ but may change in accordance with EDC's needs or unforeseen circumstances. Changes in this timeline will be announced as formal modifications to the RFQ.

<b>Line</b>	<b>Time</b>	<b>Date</b>	<b>Time Table</b>
A	16:00	February 14, 2023	Deadline for submission of questions to EDC. Questions should be sent in writing by email to ( <a href="mailto:YEAProcurement@edc.org">YEAProcurement@edc.org</a> )
B	16:00	February 16, 2023	Estimated date for issuance of responses by EDC. All quotations will be answered in one document and sent to all Offerors.
C	16:00	February 22, 2023	Deadline for submission of quotations. Quotations should be sent in writing by email to ( <a href="mailto:YEAProcurement@edc.org">YEAProcurement@edc.org</a> )

EDC may award one or more contracts resulting from this request to the offeror(s) whose quotation(s) conform to this request and offer the greatest value. EDC may also (a) reject any or all quotations, (b) accept other than the lowest quotation, or (c) accept more than one quotation.

Contracts may be issued for some or all of the deliverables. EDC may award a contract without discussions with offerors. As such, offerors are strongly encouraged to submit their best quotations with their original submissions. EDC reserves the right to conduct discussions, which may result in revisions to quotations, with one or more than one or all offeror(s) if EDC determines, at its sole discretion, discussions to be necessary. Additional documentation may be required prior to selection and discussions may include oral presentations provided by the offeror.

Quotations must include the following:

1. Quotation on company letterhead and signed;
2. Daily/hourly rate for vehicle rental (including driver, cost of petrol, cost of insurance)
3. All pricing must be in United States Dollars (US\$);
4. Booking terms;
5. Include the Payment Terms;
6. Documentation of Incorporation/ Certificate of Registration

7. A valid Tax certificate
8. A list of the types and models of the vehicles available from your firm (Sedan, SUV minivans and minibus) on company letterhead. Please demonstrate the firm's capability of providing multiple vehicles on as-needed basis.
9. A list of the drivers available to provide transport services
10. Proof of vehicle, drivers, and passengers' up to date insurance coverage.
11. Capability of providing multiple vehicles on as-needed basis
12. Safety measures in each car (e.g. seat belts, first aid kit, fire extinguisher, etc...)

Ensure at a minimum your quotation include the following:

For services within Greater Juba, please use the table below:

Item	Description of Vehicle/ Service / trip / destination	Hourly Rate Price in USD	Daily Rate Price in USD
1			
2			
3			

Quotation must be delivered via email to: Education Development Center, Inc., Attention: Procurement Manager, E-mail: [YEAProcurement@edc.org](mailto:YEAProcurement@edc.org). All quotations must be received by EDC, before the deadline date and time, February 22, 2023, 16:00 South Sudan Time.

Please complete the following form and submit with your formal quotation for consideration.

Full Legal Name of Company	
----------------------------	--

Contact Person's full name and phone number	Name: Number:
---	------------------

Quotation Pricing Validity in Days	Number of Days:
------------------------------------	-----------------

Authorized Signature:	Date:
-----------------------	-------

**Please complete the following reference form and please provide references for where your firm has provided similar goods.**

**Reference #1:**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Type of Services Provided: \_\_\_\_\_

Value of Services Provided: \_\_\_\_\_

Month/s and Year During Which Services were Provided: \_\_\_\_\_

**Reference #2:**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Type of Services Provided: \_\_\_\_\_

Value of Services Provided: \_\_\_\_\_

Month/s and Year During Which Services were Provided: \_\_\_\_\_

**Reference #3:**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Type of Services Provided: \_\_\_\_\_

Value of Services Provided: \_\_\_\_\_

Month/s and Year During Which Services were Provided: \_\_\_\_\_