

REQUEST FOR QUOTATION (RFQ) Negotiated procedure / tender

To:	Phone number:
From: ZOADORCAS	Email:
Date: 10-Feb-23	No. of pages including this page:

REFERENCE: (PRF NUMBER)

Subject: (PRF-WAU-2023-N/A)
(RFQ-WAU/2023/001)

Manner of Submission:

Bids to be submitted per e-mail to: procurement.wau@zoadorcas.ngo

Closing deadline: **February 14, 2022 @ 5:00 PM**

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

Requirements:

ZOADORCAS invites your company to make a firm offer for the following:

Merchandise/goods/works/services: **(OFFICE FUEL (DIESEL) SUPPLY)**

Specifications: refer to the below table and picture attached

Quantity: Refer to the table below

Delivery place: ZOA DORCAS WAU FIELD OFFICE

S/N	Item description	Unit	Quantity	Remark/specification
1	Office fuel (Diesel)	Litres	5,500.0	

Your offer should clearly indicate

1. Ex-works unit price
2. Transport cost up to delivery place: by air, sea, land (as applicable)
3. Time of delivery: how many days after order
4. Maximum capacity of units delivered
5. Total unit price
6. Prices should be net after deduction of discounts
7. Total gross/ net weight
8. Total cubic dimensions
9. Confirmed delivery schedule
10. Validity of the offer
11. Defects liability and guarantee period
12. Detailed specifications (if different from stipulated specifications)
13. Place of manufacture and country of origin (relevant for US govt funded projects)
14. Brand of manufacture
15. Expected payment schedule and/or payment details (bank account information) of supplier
16. Name of key staff involved in providing the service

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17. Previous experience in delivering this service/goods/works (date, size of order, to whom)
18. Signed ZOADORCAS Supplier Code of Conduct
19. Example of the products (for quality comparison) – products will be returned to supplier after the comparison

Information to bidders:

1. This is an obligation free quotation. ZOADORCAS 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 USD), if applicable, the comparison of offers will be based on the prevailing ZOADORCAS exchange rate.
3. Payment will be made in USD
4. Payment details will be in the contract.
5. ZOADORCAS will not be responsible for any bank service charges.
6. Inspection (at buyer's expense) may be applicable and will be advised at time of purchase order and arranged by ZOADORCAS.
7. ZOADORCAS does not undertake to pay by letter of credit or in advance of delivery.
8. (if applicable) Goods supplied for (ZOADORCAS) are exempt from VAT and all other customs excise duties.
9. Hand-written, incomplete offers or offers which do not comply with any or our tender conditions will not be considered.
10. 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.
11. Environmental policy: (ZOADORCAS)'s policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packing, use and disposal of goods form part of (ZOADORCAS) evaluation and selection criteria.
12. All vendors doing business with ZOADORCAS 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 ZOADORCAS Supplier Code of Conduct with your offer. ZOADORCAS reserves the right to reject quotations provided by vendors not meeting these standards.
13. Vendors doing business with ZOADORCAS will be screened on anti-corruption due diligence before ZOADORCAS 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 ZOADORCAS ERP software.

Please acknowledge receipt of this enquiry and indicate your interest to bid.

Thank you and regards,

Name: James Akot Alic

Position: Operations Coordinator