



Request for Quotations (RFQ) No. 2024-001

National Christian Development Organization

(Hereafter referred to as “NCDO”)

RFQ for supply teaching and learning materials

Date of Issuance: April 12, 2024



1. Introduction

National Christian Development Organization (NCDO) is nongovernmental and non-profit making organization; it was first established in Sudan in 2005 and was later extended to South Sudan in 2011. The establishment of NCDO was due to the great need of the marginalized Sudanese and South Sudanese people on areas of water, health and sanitation, education and many others that could best be met by a local organization at the grass roots for a change to be realized.

Currently, it is implementing Emergency basic education project where it will be providing teaching and learning materials as one of the activities.

2. Purpose and Eligibility

2.1 Purpose

The purpose of the RFQ is to invite prospective Offerors to submit quotations for learning and teaching materials. The selected Offeror/s shall supply the commodities described in annex 1. NCDO is only obligated to pay for commodities after delivery and upon submission of invoice.

2.2 Eligibility

This procurement is open to offers from organizations, which are incorporated or legally organized under the laws of any South Sudan.

3. General Information

3.1 Original RFQ Document

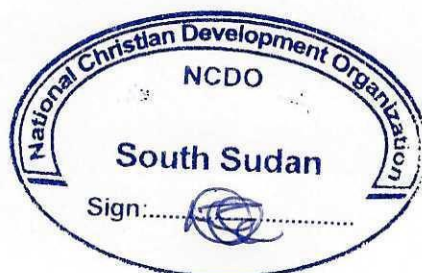
NCDO shall retain the RFQ, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the offeror's submission or subsequent contract, is grounds for immediate disqualification.

3.2 RFQ Provisions

1. All information provided by NCDO in this RFQ is offered in good faith. NCDO makes no certification that any item is without error. NCDO is not responsible or liable for any use of the information or for any claims asserted therefrom.
2. This RFQ does not under any circumstances commit NCDO to pay any costs incurred by the Offeror in the submission of a quotation. This is the Offeror's responsibility.
3. All materials submitted in response to this RFQ shall become the property of NCDO upon delivery to NCDO.
4. Additional documentation may be required prior to selection.

2.3 Schedule of Events

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



Line	Time	Date	Timetable
A	16:00 PM South Sudan time.	April 17, 2024	Deadline for submission of questions to NCDO. Questions should be sent in writing by email to jessica@ncdosudan.org and banjahellen@gmail.com
B	16:00 PM South Sudan time.	April 19, 2024	Estimated date for issuance of responses by NCDO. All questions will be answered in one document and sent to all Offerors
C	16:00 PM South Sudan time.	April 22, 2024	Deadline for submission of quotations via email to mailto:jessica@ncdosudan.org and banjahellen@gmail.com

3. Quotation Submission and Selection

3.1 Offeror's Understanding of the RFQ

By responding to this RFQ, the Offeror certifies that they fully understand the RFQ in its entirety and in details, including making any inquiries to NCDO as necessary to gain such understanding. Clarification questions must be submitted by potential Offerors—in writing—by the date and time designated in Line

A of the Chart in Section 2.3. Responses will be published in writing. NCDO reserves the right to disqualify at its sole discretion any Offeror who submits a quotation that is not responsive or that demonstrates less than such understanding. That right extends to cancellation of the contract if a contract has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to NCDO.

3.2 Communication

Verbal communication shall not be legally binding unless formally confirmed in writing by the NCDO Contact Person in charge of managing this RFQ process. In no case shall verbal communication govern over written communications.

Offeror's inquiries, questions, and requests for clarification related to this RFQ are to be directed in writing in English before the date and time designated in Line A of the Chart in Section 2.3 to:

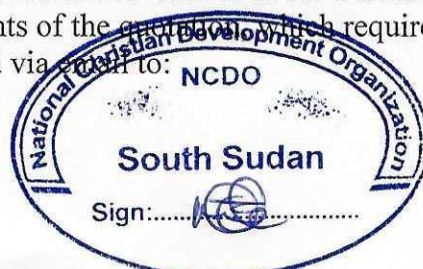
National Christian Development organization.
Attention: Procurement Team
E-mail: jessica@ncdosudan.org

Offerors must indicate the following as the subject of the email: "Questions RFQ for supply teaching and learning materials".

3.3 Quotation Submission

All quotations must include a cover letter provided on the Offeror's letterhead or stationery and be signed in writing by the Authorized Officer of the Offeror. It is not acceptable to only provide the typed name of the Offeror's representative. Quotations submitted without a written signature will not be considered. The Authorized Officer of the Offeror who signs the cover letter must also sign all other components of the quotation which require a signature.

Quotation must be delivered via email to:



National Christian Development organization.
Attention: Procurement Team
E-mail: jessica@ncdosudan.org

It is the responsibility of the Offeror to ensure that the quotation is delivered to NCDO by the deadline date listed in this RFQ.

All quotations must be received by NCDO, before the date and time designated in Line C of the Chart in Section 2.3.

3.4 Eligibility of Quotations

3.4.1 Complete Quotations

Offerors must submit ALL components required by this RFQ, including annexes, and a description of each item/items proposed, in order for their quotation to be complete; please refer to Annex B for a list of required components. Offerors determined to be eligible, will be requested to provide samples of the items proposed.

NCDO will determine which quotations include the components required by the RFQ and are to be considered a complete quotation; only complete quotations will be evaluated and considered for award. Please note that although NCDO will determine certain quotations to be complete, this determination does not signify that an award will be made to one or any of the Offerors with complete quotations.

3.4.2 Compliance with Technical Specifications & Requirements

Offerors may be disqualified if the quotation does not demonstrate compliance with Section 4, Technical Specifications & Requirements.

3.4.3 Past Performance

Offerors may be disqualified if a check of past performance demonstrates that the Offeror has not been able to deliver similar commodities on time and in a satisfactory manner.

3.5 Evaluation Criteria

NCDO shall evaluate all eligible quotations based on price.

3.6 Selection

NCDO may award one or more contracts resulting from this RFQ to the Offeror(s) whose quotation(s) conforming to this RFQ offer(s) the greatest value. NCDO 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 Lots. Preference will be given to Offerors that offer an eligible quotation for both lots.

Preference may be given to Offerors that provide a delivery schedule which exceeds the minimum



requirements stated in Section 4.1.3. NCDO, at its sole discretion, may waive informalities and minor irregularities in quotations received.

NCDO may award a contract without discussions with Offerors. As such, Offerors are strongly encouraged to submit their best quotations with their original submissions. NCDO reserves the right to conduct site visits and/or to conduct discussions, which may result in revisions to quotations, with one or more than one or all Offeror(s) if NCDO determines, at its sole discretion, discussions to be necessary. Discussions may include oral presentations provided by the Offeror.

5. Technical Specifications & Requirements

4.1 Specifications for Office Stationery and Supplies

All of the specifications listed in Section 4.1 must be met. Offerors are encouraged to provide quotations for all items in Annex C, List of Office Stationery and Supplies.

4.1.2 Quotations are requested for the following quantities:

At this time, specific quantities to be purchased under any BPA resulting from this RFQ are unknown. Individual purchase orders will be issued under the agreement, as the need arises for additional commodities/services.

4.1.3 Delivery Schedule and Location

All Offeror are expected to provide an estimated five (5) calendar days of the delivery timeframe (after receipt of order) based on the quantities detailed in Annex C. The delivery location is Hai Jebel Residential Area; Block IV; Plot # 294, Juba, South Sudan. If an Offeror is not able to provide delivery within a five (5) calendar day period, the Offeror is requested to propose an alternative delivery timeframe. Preference will be given to those Offerors that can meet the five (5) calendar day delivery timeframe.

4.1.4 Warranty

All Offerors must provide a document with a proposed or applicable warranty for each all items. In addition to any other express or implied warranties, Offerors must expressly warrant that:

- All commodities delivered under any contract resulting from this RFQ will be merchantable, new, suitable for the uses intended, of the grade and quality specified, free from all defects in design, material and workmanship, conform to all samples, drawings, descriptions and specifications furnished, and be free of liens and encumbrances and that the use, distribution or resale of commodities by NCDO will not infringe any third party's patent, trademark, trade secret, copyright, or any other proprietary, intellectual property or other right held by any third party.
- None of the commodities delivered under any contract resulting from this RFQ will be counterfeit.
- The selected Offeror(s) shall replace any defective commodities with new ones without charge to NCDO.
- Selected Offeror(s) will perform the services in accordance with industry standards;



- Selected Offeror(s) will be solely responsible for any loss or damage of the goods during shipping; and
- Selected Offeror(s) will carry reasonable insurance and provide proof of insurance upon request.

The warranties set forth shall not be waived by reason of the acceptance of any items or payment therefore by NCDO.

5. Quotation Requirements

A best offer price quotation must include the costs for the items including any necessary components to meet the specifications in Section 4 and as detailed in Annex C. VAT is not to be included in the price quotation.

All Offerors must submit the price quotation in US Dollars. All Offerors must provide a price guarantee that the quotation price remains valid for 120 calendar days.

6. Contract Type

Any award resulting from this RFQ will be in the form of a Blanket Purchase Agreement (BPA)

7. Organizational Information and Certification Form

In addition to other RFQ requirements, in order for their quotation to be considered, the Offeror must complete and submit the Organizational Information and Certification Form, which is included as **Annex A** to this RFQ, and submit all the attachments required by the form.



Annex A—Organizational Information Form

The Offeror must ensure that this form is duly completed and correctly executed by an authorized officer of the Offeror’s company.

A1. Organizational Information

The full legal name of the Offeror’s company: _____

Year the Offeror’s company was established: _____

Contact information regarding the quotation: _____

(a) Individual’s full name and title: _____

(b) Full office address: _____

(c) Telephone number: _____

(d) Fax number: _____

(e) Email address: _____

Offeror’s TIN number: _____

A2. References

Names, email addresses, telephone numbers and contact people at three organizations (preferably in South Sudan) to which the Offeror has provided commodities of a similar type and in similar or larger quantities during the last 12 months, whom NCDO can call on as references, and a description of the type of commodities provided to each organization. It is recommended that the Offeror alert the contacts that their names have been submitted and that they are authorized to provide performance information if requested by NCDO.

Reference #1:

Organization Name: _____

Contact Person: _____

Email Address: _____

Telephone Number: _____

Type of commodities/services Provided: _____

Value of the commodities/services Provided: _____

Month and Year During Which commodities/services were Provided: _____

Reference #2:



Organization Name: _____
Contact Person: _____
Email Address: _____
Telephone Number: _____
Type of commodities/services Provided: _____
Value of the commodities/services Provided: _____
Month and Year During Which commodities/services were Provided: _____

Reference #3:

Organization Name: _____
Contact Person: _____
Email Address: _____
Telephone Number: _____
Type of commodities/services Provided: _____
Value of the commodities/services Provided: _____
Month and Year During Which commodities/services were Provided: _____

A3. Incorporation, Registration, and Litigation

The following documents must be included in your quotation.
Documentation showing the Offeror's current legal incorporation in the country in which it is incorporated:

Attached

A copy of the Offeror's currently active registration in South Sudan, demonstrating that the organization can legally operate in South Sudan if the Offeror will complete any work under a contract resulting from this RFQ in South Sudan.

Attached

The offeror certifies that it is not currently involved in any lawsuits, legal proceedings, court cases, or other litigation.

A4. Key Individuals

The names and titles of the Offerors' key individuals are



Principal Officer

Name: _____

Title: _____

Email Address: _____

Telephone Number: _____

Deputy Principle officer

Name: _____

Title: _____

Email Address: _____

Telephone Number: _____

Other

Name: _____

Title: _____

Email Address: _____

Telephone Number: _____

A5. Awareness and Agreement to the Content of this RFQ

By signing this form, the Offeror attests to its awareness and agreement to the content of this RFQ and all accompanying calendar schedules and terms and provisions contained herein, including but not limited to the payment terms.

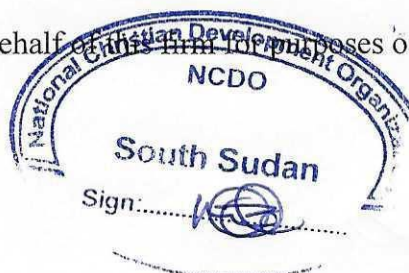
A6. Quotation Validity

This quotation is submitted in response to an RFQ issued by NCDO. The undersigned is a duly authorized officer and hereby certifies that:

_____ (Offeror's Name) agrees to be bound by the content of this Quotation and agrees to comply with the terms, conditions and provisions of the referenced RFQ. The Quotation shall remain in effect for a period of 90 calendar days as of the Due Date of the RFQ.

A9. Authorized Negotiators

Person[s] authorized to negotiate on behalf of the Offeror for purposes of this RFQ are:



Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

A10. Signature

Signature of Authorized Officer:

Name: _____ Title: _____

Signature: _____ Date: _____



Annex B—RFQ Checklist

	Checklist for learning and teaching materials	
	Please check the boxes in the column entitled “Submitted” to ensure inclusion of all items in your submission.	
	Items to be included with the quotation	Submitted
1	Annex A – Sections A1 through A9 completed. Please make sure all sections are complete and all required attachments (e.g. documentation of legal incorporation, etc.) are included before submitting.	
2	Annex B – RFQ Checklist	
	a. Annex A completed and signed	
	b. Three References	
	c. Documentation of Legal incorporation documents	
	d. Key Individual/s information	
	e. Complete technical specifications for each type of commodities	
3	Timeline for Delivery	
4	Price Guarantee	
5	Annex C- Completed Price Quotation	



Annex C: List of the teaching and learning materials

Part I: Lower Primary Pupils Kit

No	Items	Unit	Qty
1	6 x Pencil, HB grade, black lead	Box	800
2	3 x Pencil sharpener, metal	PAC	1600
3	3 x Eraser, soft, for pencil	Box	1600
4	60 x Coloring pencils 12	PAC	4800
5	6x Book, exercise, A5, sqre, 48 pgs, English	PAC	800
6	6x Book, exercise, A5, sqre, 48 pgs, Mathematics	PAC	800
7	60 x Bag, school	Bag	4800
8	4 x Ruler, plastic, c.30cm	Set	800

Part 2: Teacher Kits /School

	Items	Unit	Qty
1	A1 Manila paper, assorted colors	PAC	8320
2	Duct tape,50mm, silver	Duct tape	104
3	Marker, flipchart, colors, tip-5mm	PAC	416
4	Book, exercise, A4, ruled,96pgs, /P-10	PAC	1040
5	Chalk, assorted colors	Box	10400
6	Chalk, white	Box	10400
7	Duster/wiper for Blackboard	Duster	208
8	Clock, teaching, wood, English	Clock	104
9	Compass, plastic, for Blackboard, 45cm	Compass, plastic	104
10	Posters, Arabic, 51x71 cm	Poster	1040
11	Pen, ball-point, blue	Box	1040
12	Pen, ball-point, red	Box	1040
13	Pen, ball-point, green	Box	1040
14	Pencil, HB grade, black lead	Box	1040
15	Ruler, plastic, Blackboard,100cm	Box	1040
16	Eraser, soft, for pencil	Box	2080
17	Pencil sharpener, metal	PAC	2080

