



Date: 31/03/2023

## REQUEST FOR QUOTATION NOTICE (VARIOUS LOT)

Universal Intervention and Development Organization (UNIDOR) in partnership with Christian Aid South Sudan (CASS), is implementing a project: Emergency livelihood support provided to food insecure and displaced households in Panyijiar County while responding to the very vulnerable with cash transfer along with provision of agricultural tools and seeds, in Unity state.


Therefore, it saves lives of conflict affected communities through cash transfers, inputs provision, and food security and livelihoods, therefore, the project seeks to avert dire food security situation in panyijiar county (Nyal, Kol and Mayom payams) through provision of multipurpose cash transfers.

### THE PURPOSE

Through this request for quotation, UNIDOR seeks to secure competitive Bids for the selection of a company to supply goods and services. Eligible and qualified and competent companies are invited to apply through submitting quotations.

The table below portrays the following lots:

LOTS	DESCRIPTION				
1	<b>Transportation and distribution of cash to 400 beneficiaries in panijiar county (Nyal, Kol and Mayom payams)</b>				
2	<b>Agricultural seeds and tools</b>				
	<b>S/No.</b>	<b>DESCRIPTION OF GOODS</b>	<b>Country of Origin</b>	<b>UNIT OF MEASURE (UOM)</b>	<b>QTY</b>
	1	Onion 50 grams (red creole)	Uganda/EA	Sachets	400

		2	Melon juice (kudura) 50 grams (locally package)	Uganda/EA	Sachets	400
		3	Okra seeds 50 gm (Pusa-sawani)	Uganda/EA	Sachets	400
		4	Eggplant black beauty 50 grams	Uganda/EA	Sachets	400
		5	Maloda factory made (with handle) 215 X 185 	Uganda/EA	pcs	400

### **LOT I:**

**Transportation and distribution of cash to 400 beneficiaries in panijiar county (Nyal, Kol and Mayom payams)**

### **UNIDOR'S OBLIGATION:**

Reimburse the service provider in USD after completion of the distribution of cash in SSP.

Provide the service provider with the distribution statistics (list of beneficiaries or staff including amount designated per perform).

Support the service provider in the identification of beneficiaries and making sure that the beneficiaries have signed correctly and provide the needed identifications and telephone numbers where necessary.

### **TERMS AND CONDITIONS:**

1. Bidders must have the financial capability needed to pre-finance the payment.
2. Security, transportation, accommodation to and from project sites will be cover by the company.
3. Bidders must provide a detailed implementation plan or mechanism on how they intend to accomplish said activity.
4. Interested bidders must be registered, and holder of a valid permit licensed to operate as a FSP from Bank of South Sudan (BOSS). Bidders without valid permits are automatically disqualified.
5. Bidder must have adequate number of staff to ensure service delivery in time and be able to meet insurance coverage for staff and funds.

6. Cash to be delivered to beneficiary cannot be worn out or torn, preferably new notes.
7. It is the sole responsibility of the contractor to acquire the necessary permits/clearance of cash and transportation of cash to all the field locations as it is required according to the law of South Sudan. The service provider shall be responsible for his/her income tax and/or insurance during the assignment.
8. The service provider should specify the Currency of offer -USD
9. Service provider should clearly specify the number of days required to assemble and deliver the required cash to the field (Mayardit North)
10. Validity of the offer should be min 3 months
11. Payment terms will be within 30-60 business days after receipt of service and invoice, by cheque.
12. A reference lists.
13. Provide the most recent Audited financial statements of its accounts.
14. Business Contact details including President/Owners of the company.
15. Clearly state the percentage of the commission Charge if any and the rate used for conversion of cash from USD- to SSP during Invoicing and what each beneficiary will be entitled too.
16. Annual Turnover of between \$100,000-\$200,000.

## **LOT2: AGRICULTURAL SEEDS AND TOOLS**

1. Provide legal required documents of the company as follows;
  - Copy of valid Certificate of tax clearance,
  - Copy of the company's certificate of incorporation,
  - Copy of Chamber of Commerce registration,
  - Copy Tax Identification Certificate,
  - Bank account details preferably where the money would be paid.
  - Copy of Certificate of Operation,
  - Company's official address,
2. Bids must be valid for minimum 3 months
3. Payment terms shall be within 30 working days after receipt of goods and invoice, by cheque.
4. Recommendation letters from 5 NGOs/ Companies from which similar services have been provided.

5. Provide a seed germination certificate/
6. Provide the most recent Audited financial statements of its accounts.
7. Business Contact details including President/Owners of the company.
8. Ability to deliver all the above items to the partner offices.
9. Should specify the currency of offer and Mode of payment.
10. UNIDOR is not subject to VAT; therefore, all offers should be exclusive.

#### **CODE OF CONDUCT:**

UNIDOR's work is based on deeply held values and principles, it is essential that our commitment to the rights of beneficiaries is supported and demonstrated by all persons and entities working for UNIDOR. All bidders obliged to abide by the organization Code of conduct.

#### **NOTIFICATION OF THE OUTCOME.**

Only the successful and competitive bidder will be notified, and if you do not receive email communication within two weeks after the expiry of the deadline, consider your bid not successful.

#### **LANGUAGE FOR THE BIDS**

The language for the bids shall be **English** only.

#### **DISCLAIMER**

This is only a Call for quotations/Bid and UNIDOR South Sudan reserves the right to either amend or cancel it at any time with or without notice. In such cases, UNIDOR South Sudan shall accept no liability whatsoever. The prospective bidder is wholly responsible for any and all costs related to the preparation and submission of their quotations.

The decision of the UNIDOR South Sudan Procurement Review Committee shall be final.

#### **CONTRACT:**

UNIDOR will enter into a contract with a competitively selected service provider.

The contract shall clearly stipulate; terms and condition to be performed by the service provider timelines, mode of payment among others.

#### **LOT LABELING AND SEALING OF BIDS:**

The company **MUST** clearly label the lot applied for on the sealed envelope.

Each hand delivered quotation/bid must be registered individually on the bids submission book which is available in the security guard room. Unregistered quote/bid will not be considered even if it is dropped in the tender box.

## **CLARIFICATIONS**

Any request for clarification must be made in writing through the following emails:

1. [nyak@unidorss.org](mailto:nyak@unidorss.org)
2. [okumuj@unidorss.org](mailto:okumuj@unidorss.org)
3. [fm@unidorss.org](mailto:fm@unidorss.org)

**Not later than 12<sup>th</sup>, APRIL, 2023 at 12:00 pm Local Time/South Sudan time.**

## **DEADLINE FOR THE SUBMISSION OF THE QUOTATION/BIDS**

The deadline for submission of the BID will be strictly on **Tuesday the 13<sup>th</sup>, APRIL 2023**, at **3:00 pm Local Time.**

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