



REQUEST FOR QUOTATION (RFQ)

Provision of Conference/Workshop services

RFQ Reference: Q-034/21

Date: 08 June 2021

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

Annex 4: Schedule of High-Level Briefing Sessions

Dedicated bid submission Email Address: bids.juba@undp.org

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: _____

Name: Aicha A Cherif

Title: Procurement Specialist

Date: 08/06/2021

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	10 June 2021; 17:00 PM Hrs GMT+3
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> Dedicated Email Address; bids.juba@undp.org</p>
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>

General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract Select the applicable GTC: <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract. Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy
Special Conditions of Contract	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days
Eligibility	A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP. It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP. Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.
Currency of Quotation	Quotations shall be quoted in United States Dollars
Joint Venture, Consortium or Association	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.
Only one Bid	The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process. d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices must: <input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes

Language of quotation	English Including documentation including catalogues, instructions and operating manuals.
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed <input checked="" type="checkbox"/> Company Registration Certificate (Certificate of Incorporation) <input checked="" type="checkbox"/> Minimum 1 contract/PO for provision of conference/workshop services in the last 3 years MUST be attached alongside the bid.
Quotation validity period	Quotations shall remain valid for 120 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> Permitted per complete LOT. Partial bidding within a given LOT is not acceptable and shall lead to disqualification of bid.
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of Goods, based on full compliance with RFQ requirements
Contact Person for correspondence, notifications and clarifications	E-mail address: procurement.info.ss@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. Any delay in UNDP’s response shall not be used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Clarifications	Requests for clarification from bidders will not be accepted any later than 1 day before the submission deadline. Responses to request for clarification will be communicated Click or tap here to enter text. by Click or tap to enter a date.
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input checked="" type="checkbox"/> Purchase Order

Expected date for contract award.	11 June 2021
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.
Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS

Technical Specification

LOT 01: Abyei Town, Abyei Administrative Area

All scope for provision of conference hall/venue, catering service and essential supplies for three days workshop on dissemination of R-ARCSS by Ministry of Gender, Child and Social Welfare in Abyei, Administrative Area. Date: 12-16 July 2021

Item	Description of Items	Unit	Qty
1	Conference Hall Rental with electric power, projector, sound system and handwash stations for 60 persons for 3 days	Day	3
2	Essential supplies [Stationery and COVID-19 Prevention] <ul style="list-style-type: none"> ▪ Pens, blue ballpoint [2 packs of 50] ▪ Notebook, A5 [5 dozen] ▪ Flip chart [5 pieces] ▪ Marker Pen, permanent, assorted colours [5 dozen] ▪ Masking tape [3 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [60 pieces] ▪ Handwashing soap, liquid, 500ml [15 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [15 bottles] ▪ Reusable or Surgical Face mask 60 x 3 [180 pieces] 	Pack	1
3	Lunch, buffet for 60 persons for 3 days	Each	180
4	Morning Tea and Snacks for 60 persons for 3 days	Each	180
5	Afternoon Tea and Snacks for 60 persons for 3 days	Each	180
6	Drinking water for 60 persons for 3 days. 3 waters per person per day	Each	540
7	Soda for 60 persons for 3 days. 1 soda per person per day	Each	180
8	Car hire for 5 days, 1 Car, preferably Toyota Land cruiser hardtop with qualified driver, functioning AC and compliant with local traffic regulation. Tentative date: 12-16 July 2021	Day	5

LOT 02: Aweil Town, Northern Bahr el Ghazal State

All scope for provision of conference hall/venue, catering service and essential supplies for one day dialogue consultation with community at State and County Level in Aweil Town, Northern Bahr el Ghazal State. Date: 21 June 2021

Item	Description of Items	Unit	Qty
1	Conference Hall Rental with electric power, projector, sound system, Wi-Fi and handwash stations for 40 persons for 1 day	Day	1
2	Essential supplies [Stationery and COVID-19 Prevention] <ul style="list-style-type: none"> ▪ Pens, blue ballpoint [1 pack of 50] 	Pack	1

	<ul style="list-style-type: none"> ▪ Notebook, A5 [4 dozen] ▪ Flip chart [2 pieces] ▪ Marker Pen, permanent, assorted colours [2 dozen] ▪ Masking tape [2 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [40 pieces] ▪ Handwashing soap, liquid, 500ml [4 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [4 bottles] ▪ Reusable or Surgical Face mask [40 pieces] 		
3	Lunch, buffet for 40 persons, 1 day	Each	40
4	Morning Tea and Snacks for 40 persons, 1 day	Each	40
5	Afternoon Tea and Snacks for 40 persons, 1 day	Each	40
6	Drinking water for 40 persons, 1 day. 3 waters per person per day	Each	120
7	Soda for 40 persons, 1 day. 1 soda per person per day	Each	40

LOT 03: Kuajok Town, Warrap State

(1) All scope for provision of conference hall/venue, catering service and essential supplies for 10 days training of Peace Committee on Transformation Leadership, Collaborative Leadership and Conflict Management in Kuajok Town, Warrap State. Date: 15 - 24 June 2021

Item	Description of Items	Unit	Qty
1	Conference Hall Rental with electric power, projector, sound system, Wi-Fi and handwash stations for 25 persons for 10 days	Day	10
2	Essential supplies <ul style="list-style-type: none"> ▪ Pens [1 pack of 50] ▪ Notebooks, A4 [3 dozen] ▪ Flip charts [20 pieces] ▪ Marker Pen, permanent, assorted colours [20 dozen] ▪ Masking tape [10 Pieces] ▪ Sole tape [2 Piece] ▪ Plastic files [30 pieces] ▪ Handwash liquid soap, 500ml [20 bottles] ▪ Hand sanitizers, 60% and above alcohol content, 500ml [10 bottles] ▪ Reusable or Surgical Face mask, 25x11 days [275 pieces] 	Pack	1
3	Accommodation for 20 persons for 11 nights. Tentative start date: 14 June 21	Each	220
4	Dinner, buffet with 1 bottle of drinking water for 20 persons for 11 days (starting 14 June 2021)	Each	220
5	Lunch, buffet for 25 persons, 10 days	Each	250
6	Morning Tea and Snacks for 25 persons, 10 days	Each	250
7	Afternoon Tea and Snacks for 25 persons, 10 days	Each	250

8	Drinking water for 25 persons for 10 days, 3 waters per person per day	Each	750
9	Soda for 25 persons for 10 days, 1 soda per person per day	Each	250

(2) All scope for provision of conference hall/venue, catering service and essential supplies for three days workshop on R-ARCSS by Ministry of Gender, Child and Social Welfare in Kuajok Town, Warrap State. Date: 26-30 July 2021

Item	Description of Items	Unit	Qty
1	Conference Hall Rental with electric power, projector, sound system and handwash stations for 60 persons for 3 days	Day	3
2	Essential supplies [Stationery and COVID-19 Prevention] <ul style="list-style-type: none"> ▪ Pens, blue ballpoint [2 packs of 50] ▪ Notebook, A5 [5 dozen] ▪ Flip chart [5 pieces] ▪ Marker Pen, permanent, assorted colours [5 dozen] ▪ Masking tape [3 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [60 pieces] ▪ Handwashing soap, liquid, 500ml [15 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [15 bottles] ▪ Reusable or Surgical Face mask 60 x 3 [180 pieces] 	Pack	1
3	Lunch, buffet for 60 persons for 3 days	Each	180
4	Morning Tea and Snacks for 60 persons for 3 days	Each	180
5	Afternoon Tea and Snacks for 60 persons for 3 days	Each	180
6	Drinking water for 60 persons for 3 days. 3 waters per person per day	Each	540
7	Soda for 60 persons for 3 days. 1 soda per person per day	Each	180
8	Car hire for 5 days, 1 Car, preferably Toyota Land cruiser hardtop with qualified driver, functioning AC and compliant with local traffic regulation. Tentative date: 26-30 July 2021	Day	5

LOT 04: Wau Town, Western Bahr el Ghazal State

(1) All scope for provision of conference hall/venue, catering service and essential supplies for three days workshop on R-ARCSS by Ministry of Gender, Child and Social Welfare in Wau Town, Pibor Administrative Area. Date: 21-25 June 2021

Item	Description of Items	Unit	Qty
1	Conference Hall Rental with electric power, projector, sound system and handwash stations for 60 persons for 3 days	Day	3
2	Essential supplies [Stationery and COVID-19 Prevention] <ul style="list-style-type: none"> ▪ Pens, blue ballpoint [2 packs of 50] ▪ Notebook, A5 [5 dozen] 	Pack	1

	<ul style="list-style-type: none"> ▪ Flip chart [5 pieces] ▪ Marker Pen, permanent, assorted colours [5 dozen] ▪ Masking tape [3 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [60 pieces] ▪ Handwashing soap, liquid, 500ml [15 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [15 bottles] ▪ Reusable or Surgical Face mask 60 x 3 [180 pieces] 		
3	Lunch, buffet for 60 persons for 3 days	Each	180
4	Morning Tea and Snacks for 60 persons for 3 days	Each	180
5	Afternoon Tea and Snacks for 60 persons for 3 days	Each	180
6	Drinking water for 60 persons for 3 days. 3 waters per person per day	Each	540
7	Soda for 60 persons for 3 days. 1 soda per person per day	Each	180
8	Car hire for 5 days, 1 Car, preferably Toyota Land cruiser hardtop with qualified driver, functioning AC and compliant with local traffic regulation. Tentative date: 21-25 June 2021	Day	5

(2) All scope for provision of conference hall/venue, catering service and essential supplies for one day dialogue consultation with community at State and County Level in Wau Town, Western Bahr el Ghazal State. Date: 13 July 2021

Item	Description of Items	Unit	Qty
1	Conference Hall Rental with electric power, projector, sound system, Wi-Fi and handwashing stations for 40 persons for 1 day	Day	1
2	Essential supplies [Stationery and COVID-19 Prevention] <ul style="list-style-type: none"> ▪ Pens, blue ballpoint [1 pack of 50] ▪ Notebook, A5 [4 dozen] ▪ Flip chart [2 pieces] ▪ Marker Pen, permanent, assorted colours [2 dozen] ▪ Masking tape [2 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [40 pieces] ▪ Handwashing soap, liquid, 500ml [4 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [4 bottles] ▪ Reusable or Surgical Face mask [40 pieces] 	Pack	1
3	Lunch, buffet for 40 persons, 1 day	Each	40
4	Morning Tea and Snacks for 40 persons, 1 day	Each	40
5	Afternoon Tea and Snacks for 40 persons, 1 day	Each	40
6	Drinking water for 40 persons, 1 day. 3 waters per person per day	Each	120
7	Soda for 40 persons, 1 day. 1 soda per person per day	Each	40

LOT 05: Rumbek Town, Lakes State

All scope for provision of conference hall/venue, catering service and essential supplies for one day dialogue consultation with community at State and County Level in Rumbek Town, Lakes State.

Date: 9 July 2021

Item	Description of Items	Unit	Qty
1	Conference Hall Rental with electric power, projector, sound system, Wi-Fi and handwash stations for 40 persons for 1 day	Day	1
2	Essential supplies [Stationery and COVID-19 Prevention] <ul style="list-style-type: none"> ▪ Pens, blue ballpoint [1 pack of 50] ▪ Notebook, A5 [4 dozen] ▪ Flip chart [2 pieces] ▪ Marker Pen, permanent, assorted colours [2 dozen] ▪ Masking tape [2 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [40 pieces] ▪ Handwashing soap, liquid, 500ml [4 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [4 bottles] ▪ Reusable or Surgical Face mask [40 pieces] 	Pack	1
3	Lunch, buffet for 40 persons, 1 day	Each	40
4	Morning Tea and Snacks for 40 persons, 1 day	Each	40
5	Afternoon Tea and Snacks for 40 persons, 1 day	Each	40
6	Drinking water for 40 persons, 1 day. 3 waters per person per day	Each	120
7	Soda for 40 persons, 1 day. 1 soda per person per day	Each	40

LOT 06: Malakal Town, Upper Nile State

All scope for provision of conference hall/venue, catering service and essential supplies for three days workshop on R-ARCSS by Ministry of Gender, Child and Social Welfare in Malakal Town, Upper Nile State. Date: 12-16 July 2021

Item	Description of Items	Unit	Qty
1	Conference Hall Rental with electric power, projector, sound system and handwash stations for 60 persons for 3 days	Day	3
2	Essential supplies [Stationery and COVID-19 Prevention] <ul style="list-style-type: none"> ▪ Pens, blue ballpoint [2 packs of 50] ▪ Notebook, A5 [5 dozen] ▪ Flip chart [5 pieces] ▪ Marker Pen, permanent, assorted colours [5 dozen] ▪ Masking tape [3 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [60 pieces] ▪ Handwashing soap, liquid, 500ml [15 bottles] 	Pack	1

	<ul style="list-style-type: none"> ▪ Hand sanitizer, 60% and above alcohol content, 500ml [15 bottles] ▪ Reusable or Surgical Face mask 60 x 3 [180 pieces] 		
3	Lunch, buffet for 60 persons for 3 days	Each	180
4	Morning Tea and Snacks for 60 persons for 3 days	Each	180
5	Afternoon Tea and Snacks for 60 persons for 3 days	Each	180
6	Drinking water for 60 persons for 3 days. 3 waters per person per day	Each	540
7	Soda for 60 persons for 3 days. 1 soda per person per day	Each	180
8	Car hire for 5 days, 1, Car, preferably Toyota Land cruiser hardtop with qualified driver, functioning AC and compliant with local traffic regulation. Tentative date: 12-16 July 2021	Day	5

LOT 07: Pariang Town, Ruweng Administrative Area

All scope for provision of conference hall/venue, catering service and essential supplies for three days workshop on R-ARCSS by Ministry of Gender, Child and Social Welfare in Pariang Town, Ruweng Administrative Area. Date: 14-18 June 2021

Item	Description of Items	Unit	Qty
1	Conference Hall Rental with electric power, projector, sound system and handwash stations for 60 persons for 3 days	Day	3
2	Essential supplies [Stationery and COVID-19 Prevention] <ul style="list-style-type: none"> ▪ Pens, blue ballpoint [2 packs of 50] ▪ Notebook, A5 [5 dozen] ▪ Flip chart [5 pieces] ▪ Marker Pen, permanent, assorted colours [5 dozen] ▪ Masking tape [3 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [60 pieces] ▪ Handwashing soap, liquid, 500ml [15 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [15 bottles] ▪ Reusable or Surgical Face mask 60 x 3 [180 pieces] 	Pack	1
3	Lunch, buffet for 60 persons for 3 days	Each	180
4	Morning Tea and Snacks for 60 persons for 3 days	Each	180
5	Afternoon Tea and Snacks for 60 persons for 3 days	Each	180
6	Drinking water for 60 persons for 3 days. 3 waters per person per day	Each	540
7	Soda for 60 persons for 3 days. 1 soda per person per day	Each	180
8	Car hire for 5 days, 1 Car, preferably Toyota Land cruiser hardtop with qualified driver, functioning AC and compliant with local traffic regulation. Tentative date: 14-18 June 2021 pickup and dropping at Airfield (Air Strip)	Day	5

LOT 08: Akobo Town, Jonglei State

All scope for provision of conference hall/venue, catering service and essential supplies for 10 days County Peace Committee training on Transformation Leadership, Collaborative Leadership and Conflict Management in Akobo Town, Jonglei State. Tentative Date: 29 June - 8 July 2021

Item	Description of Items	Unit	Qty
1	Conference Hall Rental with electric power, projector, sound system, Wi-Fi and handwash stations for 30 persons for 10 days	Day	10
2	Essential supplies <ul style="list-style-type: none">▪ Pens [1 pack of 50]▪ Notebooks, A4 [4 dozen]▪ Flip charts [20 pieces]▪ Marker Pen, permanent, assorted colours [20 dozen]▪ Masking tape [10 Pieces]▪ Sole tape [2 Piece]▪ Plastic files [30 pieces]▪ Handwash liquid soap, 500ml [20 bottles]▪ Hand sanitizers, 60% and above alcohol content, 500ml [10 bottles]▪ Reusable or Surgical Face mask, 30x11 days [330 pieces]	Pack	1
3	Accommodation for 25 persons for 11 nights (starting 28 June 2021)	Each	275
4	Dinner, buffet with 1 bottle of drinking water for 25 persons for 11 days (starting 14 June 2021)	Each	275
5	Lunch, buffet for 30 persons, 10 days	Each	300
6	Morning Tea and Snacks for 25 persons, 10 days	Each	300
7	Afternoon Tea and Snacks for 25 persons, 10 days	Each	300
8	Drinking water for 30 persons for 10 days, 3 waters per person per day	Each	900
9	Soda for 30 persons for 10 days, 1 soda per person per day	Each	300

LOT 09: Bor Town, Jonglei State

(1) All scope for provision of conference hall/venue, catering service and essential supplies for three days training workshop for Local Government Leaders on Transformation Leadership, Peace and Conflict Management in Bor Town, Jonglei State. Date: 22 - 24 June 2021

Item	Description of Items	Unit	Qty
1	Conference Hall Rental with electric power, projector, sound system, Wi-Fi and handwash stations for 40 persons for 3 days	Day	3
2	Essential supplies <ul style="list-style-type: none">▪ Pens [1 pack of 50]▪ Notebooks, A5 [4 dozen]▪ Flip charts [3 pieces]	Pack	1

	<ul style="list-style-type: none"> ▪ Marker Pen, permanent, assorted colours [6 dozen] ▪ Masking tape [2 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [50 pieces] ▪ Handwash liquid soap, 500ml [5 bottles] ▪ Hand sanitizers, 60% and above alcohol content, 500ml [5 bottles] ▪ Reusable or Surgical Face mask, 40x4 days [160 pieces] 		
3	Accommodation for 40 persons for 4 nights. Tentative start date: 21 June 2021	Each	160
4	Dinner, buffet with 1 bottle of drinking water for 40 persons for 4 days	Each	160
5	Lunch, buffet for 40 persons, 3 days	Each	120
6	Morning Tea and Snacks for 40 persons, 3 days	Each	120
7	Afternoon Tea and Snacks for 40 persons, 3 days	Each	120
8	Drinking water for 40 persons for 3 days, 3 waters per person per day	Each	360
9	Soda for 40 persons for 3 days, 1 soda per person per day	Each	120

(2) All scope for provision of conference hall/venue, catering service and essential supplies for one day dialogue consultation with community at State and County Level in Bor Town, Jonglei State.
Date: 29 June 2021

Item	Description of Items	Unit	Qty
1	Conference Hall Rental with electric power, projector, sound system, Wi-Fi and handwash stations for 40 persons for 1 day	Day	1
2	Essential supplies [Stationery and COVID-19 Prevention] <ul style="list-style-type: none"> ▪ Pens, blue ballpoint [1 pack of 50] ▪ Notebook, A5 [4 dozen] ▪ Flip chart [2 pieces] ▪ Marker Pen, permanent, assorted colours [2 dozen] ▪ Masking tape [2 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [40 pieces] ▪ Handwashing soap, liquid, 500ml [4 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [4 bottles] ▪ Reusable or Surgical Face mask [40 pieces] 	Pack	1
3	Lunch, buffet for 40 persons, 1 day	Each	40
4	Morning Tea and Snacks for 40 persons, 1 day	Each	40
5	Afternoon Tea and Snacks for 40 persons, 1 day	Each	40
6	Drinking water for 40 persons, 1 day. 3 waters per person per day	Each	120
7	Soda for 40 persons, 1 day. 1 soda per person per day	Each	40

LOT 10: Pibor Town, Pibor Administrative Area

All scope for provision of conference hall/venue, catering service and essential supplies for three days workshop on R-ARCSS by Ministry of Gender, Child and Social Welfare in Pibor Town, Pibor Administrative Area. Date: 21-25 June 2021

Item	Description of Items	Unit	Qty
1	Conference Hall Rental with electric power, projector, sound system and handwash stations for 60 persons for 3 days	Day	3
2	Essential supplies [Stationery and COVID-19 Prevention] <ul style="list-style-type: none"> ▪ Pens, blue ballpoint [2 packs of 50] ▪ Notebook, A5 [5 dozen] ▪ Flip chart [5 pieces] ▪ Marker Pen, permanent, assorted colours [5 dozen] ▪ Masking tape [3 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [60 pieces] ▪ Handwashing soap, liquid, 500ml [15 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [15 bottles] ▪ Reusable or Surgical Face mask 60 x 3 [180 pieces] 	Pack	1
3	Lunch, buffet for 60 persons for 3 days	Each	180
4	Morning Tea and Snacks for 60 persons for 3 days	Each	180
5	Afternoon Tea and Snacks for 60 persons for 3 days	Each	180
6	Drinking water for 60 persons for 3 days. 3 waters per person per day	Each	540
7	Soda for 60 persons for 3 days. 1 soda per person per day	Each	180
8	Car hire for 5 days, 1 Car, preferably Toyota Land cruiser hardtop with qualified driver, functioning AC and compliant with local traffic regulation. Tentative date: 21-25 June 2021	Each	5

LOT 11: Kapoeta South Town, Eastern Equatoria State

All scope for provision of conference hall/venue, catering service and essential supplies for three days training workshop for Local Government Leaders on Transformation Leadership, Peace and Conflict Management in Kapoeta South Town, Eastern Equatoria State. Date: 21 - 23 June 2021

Item	Description of Items	Unit	Qty
1	Conference Hall Rental with electric power, projector, sound system, Wi-Fi and handwash stations for 40 persons for 3 days	Day	3
2	Essential supplies <ul style="list-style-type: none"> ▪ Pens [1 pack of 50] ▪ Notebooks, A5 [4 dozen] ▪ Flip charts [3 pieces] ▪ Marker Pen, permanent, assorted colours [6 dozen] ▪ Masking tape [2 Pieces] 	Pack	1

	<ul style="list-style-type: none"> ▪ Sole tape [1 Piece] ▪ Plastic files [50 pieces] ▪ Handwash liquid soap, 500ml [5 bottles] ▪ Hand sanitizers, 60% and above alcohol content, 500ml [5 bottles] ▪ Reusable or Surgical Face mask, 40x4 days [160 pieces] 		
3	Accommodation for 40 persons for 4 nights. Tentative start date: 20 June 2021	Each	160
4	Dinner, buffet with 1 bottle of drinking water for 40 persons for 4 days	Each	160
5	Lunch, buffet for 40 persons, 3 days	Each	120
6	Morning Tea and Snacks for 40 persons, 3 days	Each	120
7	Afternoon Tea and Snacks for 40 persons, 3 days	Each	120
8	Drinking water for 40 persons for 3 days, 3 waters per person per day	Each	360
9	Soda for 40 persons for 3 days, 1 soda per person per day	Each	120

LOT 12: Burung, Kidepo Valley, Eastern Equatoria State

All scope for provision of conference hall/venue, accommodation, catering service and essential supplies for two days intercommunal dialogue between Obira, Burung and Loyoro in Burung, Kidepo Valley, Eastern Equatoria State. Date: 28-29 June 2021

Item	Description of Items	Unit	Qty
1	Conference Hall Rental, include electric power, sound system, and handwashing stations for 100 persons for 2 days	Day	2
2	Essential Supplies [Stationery and COVID-19 Prevention Supplies] <ul style="list-style-type: none"> ▪ Pens, blue ballpoint [2 pack of 50] ▪ Notebook, A5 [9 dozen] ▪ Flip chart [4 pieces] ▪ Marker Pen, permanent, assorted colours [4 dozen] ▪ Masking tape [2 Pieces] ▪ Sole tape [2 Piece] ▪ Plastic files [100 pieces] ▪ Handwashing soap, liquid, 500ml [15 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [10 bottles] ▪ Reusable or Surgical Face mask 100x2 [200 pieces] 		
3	Lunch, buffet for 100 persons, 2 days	Each	200
4	Morning Tea and Snacks for 100 persons for 2 days	Each	200
5	Afternoon Tea and Snacks for 100 persons for 2 days	Each	200
6	Drinking water for 100 persons for 2 days. 3 waters per person per day	Each	600
7	Soda for 100 persons for 2 days. 1 soda per person per day	Each	200
8	Accommodation for 80 persons, 3 nights	Each	240

9	Dinner, buffet including 1 water for 80 persons for 3 days	Each	240
10	Car hire, 1 Car, preferably Toyota Land cruiser, hardtop and licensed driver for 4 days. Good mechanical condition, functioning AC and compliant with local traffic requirement. Tentative date of service: 27 – 30 June 2021	Each	4

LOT 13: Torit Town, Eastern Equatoria State

All scope for provision of conference hall/venue, catering service and essential supplies for one day dialogue consultation with community at State and County Level in Torit Town, Eastern Equatoria State. Date: 25 June 2021

Item	Description of Items	Unit	Qty
1	Conference Hall Rental with electric power, projector, sound system, Wi-Fi and handwash stations for 40 persons for 1 day	Day	1
2	Essential supplies [Stationery and COVID-19 Prevention] <ul style="list-style-type: none"> ▪ Pens, blue ballpoint [1 pack of 50] ▪ Notebook, A5 [4 dozen] ▪ Flip chart [2 pieces] ▪ Marker Pen, permanent, assorted colours [2 dozen] ▪ Masking tape [2 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [40 pieces] ▪ Handwashing soap, liquid, 500ml [4 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [4 bottles] ▪ Reusable or Surgical Face mask [40 pieces] 	Pack	1
3	Lunch, buffet for 40 persons, 1 day	Each	40
4	Morning Tea and Snacks for 40 persons, 1 day	Each	40
5	Afternoon Tea and Snacks for 40 persons, 1 day	Each	40
6	Drinking water for 40 persons, 1 day. 3 waters per person per day	Each	120
7	Soda for 40 persons, 1 day. 1 soda per person per day	Each	40

LOT 14: Juba City, Central Equatoria State

All scope for provision of conference hall/venue, catering service and essential supplies for High-Level Briefing Sessions under the Ministry of Peacebuilding, Government of the Republic of South Sudan, Juba, Central Equatoria State. Tentative Date: 5 July 2021 – 23 August 2021 (Refer to Annex 4 for the briefing schedule)

Item	Description of Items	Unit	Qty
1	Conference Hall Rental with electric power, air condition, projector, sound system, Wi-Fi and handwash stations for 35 persons for 15 briefing sessions, 1 day per session	Day	15

2	Essential supplies [Stationery and COVID-19 Prevention] for 15 briefing sessions, 1 day per session <ul style="list-style-type: none"> ▪ Pen, executive rollerball, blue [35 pieces] ▪ Executive Notebook, B5, Minimum 100 sheets [35 pieces] ▪ Flip chart [1 piece] ▪ Marker Pen, permanent, assorted colours [2 dozen] ▪ Whiteboard marker, assorted colours [1 dozen] ▪ Masking tape [1 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [35 pieces] ▪ Handwashing soap, liquid, 500ml [4 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [4 bottles] ▪ Surgical Face mask [35 pieces] 	Pack	15
3	Lunch, buffet for 35 persons for 15 briefing sessions, 1 day per session	Each	525
4	Tea and Snacks for 35 persons for 15 briefing sessions, 1 day per session	Each	525
5	Drinking water for 35 persons for 15 briefing sessions. 3 waters per person per day	Each	1575
6	Soda for 35 persons for 15 briefing sessions, 1 briefing session per day. 1 soda per person per day	Each	525

LOT 15: Terekeka Town, Central Equatoria State

All scope for provision of conference hall/venue, catering service and essential supplies for three days workshop on R-ARCSS by Ministry of Gender, Child and Social Welfare in Terekeka Town, Central Equatoria State. Date: 12-16 July 2021

Item	Description of Items	Unit	Qty
1	Conference Hall Rental with electric power, projector, sound system and handwash stations for 60 persons for 3 days	Day	3
2	Essential supplies [Stationery and COVID-19 Prevention] <ul style="list-style-type: none"> ▪ Pens, blue ballpoint [2 packs of 50] ▪ Notebook, A5 [5 dozen] ▪ Flip chart [5 pieces] ▪ Marker Pen, permanent, assorted colours [5 dozen] ▪ Masking tape [3 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [60 pieces] ▪ Handwashing soap, liquid, 500ml [15 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [15 bottles] ▪ Reusable or Surgical Face mask 60 x 3 [180 pieces] 	Pack	1
3	Lunch, buffet for 60 persons for 3 days	Each	180
4	Morning Tea and Snacks for 60 persons for 3 days	Each	180
5	Afternoon Tea and Snacks for 60 persons for 3 days	Each	180

6	Drinking water for 60 persons for 3 days. 3 waters per person per day	Each	540
7	Soda for 60 persons for 3 days. 1 soda per person per day	Each	180
8	Car hire for 5 days, 1 Car, preferably Toyota Land cruiser hardtop with qualified driver, functioning AC and compliant with local traffic regulation. Tentative date: 12-16 July 2021	Each	5

LOT 16: Yambio Town, Western Equatoria State

All scope for provision of conference hall/venue, catering service and essential supplies for one day dialogue consultation with community at State and County Level in Yambio Town, Western Equatoria State. Date: 5 July 2021

Item	Description of Items	Unit	Qty
1	Conference Hall Rental with electric power, projector, sound system, Wi-Fi and handwash stations for 40 persons for 1 day	Day	1
2	Essential supplies [Stationery and COVID-19 Prevention] <ul style="list-style-type: none"> ▪ Pens, blue ballpoint [1 pack of 50] ▪ Notebook, A5 [4 dozen] ▪ Flip chart [2 pieces] ▪ Marker Pen, permanent, assorted colours [2 dozen] ▪ Masking tape [2 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [40 pieces] ▪ Handwashing soap, liquid, 500ml [4 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [4 bottles] ▪ Reusable or Surgical Face mask [40 pieces] 	Pack	1
3	Lunch, buffet for 40 persons, 1 day	Each	40
4	Morning Tea and Snacks for 40 persons, 1 day	Each	40
5	Afternoon Tea and Snacks for 40 persons, 1 day	Each	40
6	Drinking water for 40 persons, 1 day. 3 waters per person per day	Each	120
7	Soda for 40 persons, 1 day. 1 soda per person per day	Each	40

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods as scheduled in Annex 3
Delivery Terms (INCOTERMS 2020)	DAP
Customs clearance (Must be linked to INCOTERM)	<input checked="" type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (Where applicable) <input type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	LOT 01: Abyei Town, Abyei Administrative Area LOT 02: Aweil Town, Northern Bahr el Ghazal

	<p>LOT 03: Kuajok Town, Warrap State</p> <p>LOT 04: Wau Town, Western Bahr el Ghazal State</p> <p>LOT 05: Rumbek Town, Lakes State</p> <p>LOT 06: Malakal Town, Upper Nile State</p> <p>LOT 07: Pariang Town, Ruweng Administrative Area</p> <p>LOT 08: Akobo Town, Jonglei State</p> <p>LOT 09: Bor Town, Jonglei State</p> <p>LOT 10: Pibor Town, Pibor Administrative Area</p> <p>LOT 11: Kapoeta South, Eastern Equatoria State</p> <p>LOT 12: Burung, Kidepo Valley, Eastern Equatoria State</p> <p>LOT 13: Torit Town, Eastern Equatoria State</p> <p>LOT 14: Juba City, Central Equatoria State</p> <p>LOT 15: Terekeka Town, Central Equatoria State</p> <p>LOT 16: Yambio Town, Western Equatoria State</p>
Distribution of shipping documents (if using freight forwarder)	Not Applicable
Packing Requirements	N/A.
Training on Operations and Maintenance	Not Applicable
Warranty Period	Not Applicable
After-sales service and local service support requirements	Not Applicable
Preferred Mode of Transport	Land

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Q-034/21	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Does your Company have a written Statement of its Environmental Policy? <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues <i>(If yes, provide a Copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.
Previous relevant experience: 3 contracts	

Name of previous contracts	Client & Reference Contact Details including e-mail & Telephone number	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

LOT 01: Abyei Town, Abyei Administrative Area

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Q-034/21	Date: Click or tap to enter a date.

Currency of the Quotation: USD					
Incoterms: DAP					
All scope for provision of conference hall/venue, catering service and essential supplies for three days workshop on dissemination of R-ARCSS by Ministry of Gender, Child and Social Welfare in Abyei, Administrative Area. Date: 12-16 July 2021					
Item	Description of Items	Unit	Qty	Unit Price	Total Price
1	Conference Hall Rental with electric power, projector, sound system and handwash stations for 60 persons for 3 days	Day	3		
2	Essential supplies [Stationery and COVID-19 Prevention] <ul style="list-style-type: none"> ▪ Pens, blue ballpoint [2 packs of 50] ▪ Notebook, A5 [5 dozen] ▪ Flip chart [5 pieces] ▪ Marker Pen, permanent, assorted colours [5 dozen] ▪ Masking tape [3 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [60 pieces] ▪ Handwashing soap, liquid, 500ml [15 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [15 bottles] ▪ Reusable or Surgical Face mask 60 x 3 [180 pieces] 	Pack	1		
3	Lunch, buffet for 60 persons for 3 days	Each	180		
4	Morning Tea and Snacks for 60 persons for 3 days	Each	180		

5	Afternoon Tea and Snacks for 60 persons for 3 days	Each	180		
6	Drinking water for 60 persons for 3 days. 3 waters per person per day	Each	540		
7	Soda for 60 persons for 3 days. 1 soda per person per day	Each	180		
8	Car hire for 5 days, 1 Car, preferably Toyota Land cruiser hardtop with qualified driver, functioning AC and compliant with local traffic regulation. Tentative date: 12-16 July 2021	Day	5		
Total all-inclusive price					

LOT 02: Aweil Town, Northern Bahr el Ghazal State

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Q-034/21	Date: Click or tap to enter a date.

Currency of the Quotation: USD					
Incoterms: DAP					
All scope for provision of conference hall/venue, catering service and essential supplies for one day dialogue consultation with community at State and County Level in Aweil Town, Northern Bahr el Ghazal State. Date: 21 June 2021					
Item	Description of Items	Unit	Qty	Unit Price	Total Price
1	Conference Hall Rental with electric power, projector, sound system, Wi-Fi and handwash stations for 40 persons for 1 day	Day	1		
2	Essential supplies [Stationery and COVID-19 Prevention] <ul style="list-style-type: none"> ▪ Pens, blue ballpoint [1 pack of 50] ▪ Notebook, A5 [4 dozen] ▪ Flip chart [2 pieces] ▪ Marker Pen, permanent, assorted colours [2 dozen] ▪ Masking tape [2 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [40 pieces] ▪ Handwashing soap, liquid, 500ml [4 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [4 bottles] 	Pack	1		

	<ul style="list-style-type: none"> ▪ Reusable or Surgical Face mask [40 pieces] 				
3	Lunch, buffet for 40 persons, 1 day	Each	40		
4	Morning Tea and Snacks for 40 persons, 1 day	Each	40		
5	Afternoon Tea and Snacks for 40 persons, 1 day	Each	40		
6	Drinking water for 40 persons, 1 day. 3 waters per person per day	Each	120		
7	Soda for 40 persons, 1 day. 1 soda per person per day	Each	40		
Total all-inclusive price					

LOT 03: Kuajok Town, Warrap State

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Q-034/21	Date: Click or tap to enter a date.

Currency of the Quotation: USD					
Incoterms: DAP					
(1) All scope for provision of conference hall/venue, catering service and essential supplies for 10 days training of Peace Committee on Transformation Leadership, Collaborative Leadership and Conflict Management in Kuajok Town, Warrap State. Date: 15 - 24 June 2021					
Item	Description of Items	Unit	Qty		
1	Conference Hall Rental with electric power, projector, sound system, Wi-Fi and handwash stations for 25 persons for 10 days	Day	10		
2	Essential supplies <ul style="list-style-type: none"> ▪ Pens [1 pack of 50] ▪ Notebooks, A4 [3 dozen] ▪ Flip charts [20 pieces] ▪ Marker Pen, permanent, assorted colours [20 dozen] ▪ Masking tape [10 Pieces] ▪ Sole tape [2 Piece] ▪ Plastic files [30 pieces] ▪ Handwash liquid soap, 500ml [20 bottles] ▪ Hand sanitizers, 60% and above alcohol content, 500ml [10 bottles] 	Pack	1		

	<ul style="list-style-type: none"> ▪ Reusable or Surgical Face mask, 25x11 days [275 pieces] 				
3	Accommodation for 20 persons for 11 nights. Tentative start date: 14 June 21	Each	220		
4	Dinner, buffet with 1 bottle of drinking water for 20 persons for 11 days (starting 14 June 2021)	Each	220		
5	Lunch, buffet for 25 persons, 10 days	Each	250		
6	Morning Tea and Snacks for 25 persons, 10 days	Each	250		
7	Afternoon Tea and Snacks for 25 persons, 10 days	Each	250		
8	Drinking water for 25 persons for 10 days, 3 waters per person per day	Each	750		
9	Soda for 25 persons for 10 days, 1 soda per person per day	Each	250		
Total all-inclusive price					
(2) All scope for provision of conference hall/venue, catering service and essential supplies for three days workshop on R-ARCSS by Ministry of Gender, Child and Social Welfare in Kuajok Town, Warrap State. Date: 26-30 July 2021					
Item	Description of Items	Unit	Qty	Unit Price	Total Price
1	Conference Hall Rental with electric power, projector, sound system and handwash stations for 60 persons for 3 days	Day	3		
2	Essential supplies [Stationery and COVID-19 Prevention] <ul style="list-style-type: none"> ▪ Pens, blue ballpoint [2 packs of 50] ▪ Notebook, A5 [5 dozen] ▪ Flip chart [5 pieces] ▪ Marker Pen, permanent, assorted colours [5 dozen] ▪ Masking tape [3 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [60 pieces] ▪ Handwashing soap, liquid, 500ml [15 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [15 bottles] ▪ Reusable or Surgical Face mask 60 x 3 [180 pieces] 	Pack	1		
3	Lunch, buffet for 60 persons for 3 days	Each	180		

4	Morning Tea and Snacks for 60 persons for 3 days	Each	180		
5	Afternoon Tea and Snacks for 60 persons for 3 days	Each	180		
6	Drinking water for 60 persons for 3 days. 3 waters per person per day	Each	540		
7	Soda for 60 persons for 3 days. 1 soda per person per day	Each	180		
8	Car hire for 5 days, 1 Car, preferably Toyota Land cruiser hardtop with qualified driver, functioning AC and compliant with local traffic regulation. Tentative date: 26-30 July 2021	Day	5		
Total all-inclusive price					

LOT 04: Wau Town, Western Bahr el Ghazal State

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Q-034/21	Date: Click or tap to enter a date.

Currency of the Quotation: USD					
Incoterms: DAP					
(1) All scope for provision of conference hall/venue, catering service and essential supplies for three days workshop on R-ARCSS by Ministry of Gender, Child and Social Welfare in Wau Town, Pibor Administrative Area. Date: 21-25 June 2021					
Item	Description of Items	Unit	Qty		
1	Conference Hall Rental with electric power, projector, sound system and handwash stations for 60 persons for 3 days	Day	3		
2	Essential supplies [Stationery and COVID-19 Prevention] <ul style="list-style-type: none"> ▪ Pens, blue ballpoint [2 packs of 50] ▪ Notebook, A5 [5 dozen] ▪ Flip chart [5 pieces] ▪ Marker Pen, permanent, assorted colours [5 dozen] ▪ Masking tape [3 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [60 pieces] ▪ Handwashing soap, liquid, 500ml [15 bottles] 	Pack	1		

	<ul style="list-style-type: none"> ▪ Hand sanitizer, 60% and above alcohol content, 500ml [15 bottles] ▪ Reusable or Surgical Face mask 60 x 3 [180 pieces] 				
3	Lunch, buffet for 60 persons for 3 days	Each	180		
4	Morning Tea and Snacks for 60 persons for 3 days	Each	180		
5	Afternoon Tea and Snacks for 60 persons for 3 days	Each	180		
6	Drinking water for 60 persons for 3 days. 3 waters per person per day	Each	540		
7	Soda for 60 persons for 3 days. 1 soda per person per day	Each	180		
8	Car hire for 5 days, 1 Car, preferably Toyota Land cruiser hardtop with qualified driver, functioning AC and compliant with local traffic regulation. Tentative date: 21-25 June 2021	Day	5		

Total all-inclusive price

(2) All scope for provision of conference hall/venue, catering service and essential supplies for one day dialogue consultation with community at State and County Level in Wau Town, Western Bahr el Ghazal State. Date: 13 July 2021

Item	Description of Items	Unit	Qty	Unit Price	Total Price
1	Conference Hall Rental with electric power, projector, sound system, Wi-Fi and handwashing stations for 40 persons for 1 day	Day	1		
2	Essential supplies [Stationery and COVID-19 Prevention] <ul style="list-style-type: none"> ▪ Pens, blue ballpoint [1 pack of 50] ▪ Notebook, A5 [4 dozen] ▪ Flip chart [2 pieces] ▪ Marker Pen, permanent, assorted colours [2 dozen] ▪ Masking tape [2 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [40 pieces] ▪ Handwashing soap, liquid, 500ml [4 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [4 bottles] ▪ Reusable or Surgical Face mask [40 pieces] 	Pack	1		
3	Lunch, buffet for 40 persons, 1 day	Each	40		

4	Morning Tea and Snacks for 40 persons, 1 day	Each	40		
5	Afternoon Tea and Snacks for 40 persons, 1 day	Each	40		
6	Drinking water for 40 persons, 1 day. 3 waters per person per day	Each	120		
7	Soda for 40 persons, 1 day. 1 soda per person per day	Each	40		
Total all-inclusive price					

LOT 05: Rumbek Town, Lakes State

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Q-034/21	Date: Click or tap to enter a date.

Currency of the Quotation: USD					
Incoterms: DAP					
All scope for provision of conference hall/venue, catering service and essential supplies for one day dialogue consultation with community at State and County Level in Rumbek Town, Lakes State. Date: 9 July 2021					
Item	Description of Items	Unit	Qty		
1	Conference Hall Rental with electric power, projector, sound system, Wi-Fi and handwash stations for 40 persons for 1 day	Day	1		
2	Essential supplies [Stationery and COVID-19 Prevention] <ul style="list-style-type: none"> ▪ Pens, blue ballpoint [1 pack of 50] ▪ Notebook, A5 [4 dozen] ▪ Flip chart [2 pieces] ▪ Marker Pen, permanent, assorted colours [2 dozen] ▪ Masking tape [2 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [40 pieces] ▪ Handwashing soap, liquid, 500ml [4 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [4 bottles] ▪ Reusable or Surgical Face mask [40 pieces] 	Pack	1		

3	Lunch, buffet for 40 persons, 1 day	Each	40		
4	Morning Tea and Snacks for 40 persons, 1 day	Each	40		
5	Afternoon Tea and Snacks for 40 persons, 1 day	Each	40		
6	Drinking water for 40 persons, 1 day. 3 waters per person per day	Each	120		
7	Soda for 40 persons, 1 day. 1 soda per person per day	Each	40		
Total all-inclusive price					

LOT 06: Malakal Town, Upper Nile State

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Q-034/21	Date: Click or tap to enter a date.

Currency of the Quotation: USD					
Incoterms: DAP					
All scope for provision of conference hall/venue, catering service and essential supplies for three days workshop on R-ARCSS by Ministry of Gender, Child and Social Welfare in Malakal Town, Upper Nile State. Date: 12-16 July 2021					
Item	Description of Items	Unit	Qty	Unit Price	Total Price
1	Conference Hall Rental with electric power, projector, sound system and handwash stations for 60 persons for 3 days	Day	3		
2	Essential supplies [Stationery and COVID-19 Prevention] <ul style="list-style-type: none"> ▪ Pens, blue ballpoint [2 packs of 50] ▪ Notebook, A5 [5 dozen] ▪ Flip chart [5 pieces] ▪ Marker Pen, permanent, assorted colours [5 dozen] ▪ Masking tape [3 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [60 pieces] ▪ Handwashing soap, liquid, 500ml [15 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [15 bottles] 	Pack	1		

	<ul style="list-style-type: none"> ▪ Reusable or Surgical Face mask 60 x 3 [180 pieces] 				
3	Lunch, buffet for 60 persons for 3 days	Each	180		
4	Morning Tea and Snacks for 60 persons for 3 days	Each	180		
5	Afternoon Tea and Snacks for 60 persons for 3 days	Each	180		
6	Drinking water for 60 persons for 3 days. 3 waters per person per day	Each	540		
7	Soda for 60 persons for 3 days. 1 soda per person per day	Each	180		
8	Car hire for 5 days, 1, Car, preferably Toyota Land cruiser hardtop with qualified driver, functioning AC and compliant with local traffic regulation. Tentative date: 12-16 July 2021	Day	5		
Total all-inclusive price					

LOT 07: Pariang Town, Ruweng Administrative Area

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Q-034/21	Date: Click or tap to enter a date.

Currency of the Quotation: USD					
Incoterms: DAP					
All scope for provision of conference hall/venue, catering service and essential supplies for three days workshop on R-ARCSS by Ministry of Gender, Child and Social Welfare in Pariang Town, Ruweng Administrative Area. Date: 14-18 June 2021					
Item	Description of Items	Unit	Qty	Unit Price	Total Price
1	Conference Hall Rental with electric power, projector, sound system and handwash stations for 60 persons for 3 days	Day	3		
2	Essential supplies [Stationery and COVID-19 Prevention] <ul style="list-style-type: none"> ▪ Pens, blue ballpoint [2 packs of 50] ▪ Notebook, A5 [5 dozen] ▪ Flip chart [5 pieces] ▪ Marker Pen, permanent, assorted colours [5 dozen] 	Pack	1		

	<ul style="list-style-type: none"> ▪ Masking tape [3 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [60 pieces] ▪ Handwashing soap, liquid, 500ml [15 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [15 bottles] ▪ Reusable or Surgical Face mask 60 x 3 [180 pieces] 				
3	Lunch, buffet for 60 persons for 3 days	Each	180		
4	Morning Tea and Snacks for 60 persons for 3 days	Each	180		
5	Afternoon Tea and Snacks for 60 persons for 3 days	Each	180		
6	Drinking water for 60 persons for 3 days. 3 waters per person per day	Each	540		
7	Soda for 60 persons for 3 days. 1 soda per person per day	Each	180		
8	Car hire for 5 days, 1 Car, preferably Toyota Land cruiser hardtop with qualified driver, functioning AC and compliant with local traffic regulation. Tentative date: 14-18 June 2021 pickup and dropping at Airfield (Air Strip)	Day	5		
Total all-inclusive price					

LOT 08: Akobo Town, Jonglei State

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Q-034/21	Date: Click or tap to enter a date.

Currency of the Quotation: USD					
Incoterms: DAP					
All scope for provision of conference hall/venue, catering service and essential supplies for 10 days County Peace Committee training on Transformation Leadership, Collaborative Leadership and Conflict Management in Akobo Town, Jonglei State. Tentative Date: 29 June - 8 July 2021					
Item	Description of Items	Unit	Qty	Unit Price	Total Price
1	Conference Hall Rental with electric power, projector, sound system, Wi-Fi and handwash stations for 30 persons for 10 days	Day	10		

2	Essential supplies <ul style="list-style-type: none"> ▪ Pens [1 pack of 50] ▪ Notebooks, A4 [4 dozen] ▪ Flip charts [20 pieces] ▪ Marker Pen, permanent, assorted colours [20 dozen] ▪ Masking tape [10 Pieces] ▪ Sole tape [2 Piece] ▪ Plastic files [30 pieces] ▪ Handwash liquid soap, 500ml [20 bottles] ▪ Hand sanitizers, 60% and above alcohol content, 500ml [10 bottles] ▪ Reusable or Surgical Face mask, 30x11 days [330 pieces] 	Pack	1		
3	Accommodation for 25 persons for 11 nights (starting 28 June 2021)	Each	275		
4	Dinner, buffet with 1 bottle of drinking water for 25 persons for 11 days (starting 14 June 2021)	Each	275		
5	Lunch, buffet for 30 persons, 10 days	Each	300		
6	Morning Tea and Snacks for 25 persons, 10 days	Each	300		
7	Afternoon Tea and Snacks for 25 persons, 10 days	Each	300		
8	Drinking water for 30 persons for 10 days, 3 waters per person per day	Each	900		
9	Soda for 30 persons for 10 days, 1 soda per person per day	Each	300		
Total all-inclusive price					

LOT 09: Bor Town, Jonglei State

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Q-034/21	Date: Click or tap to enter a date.

Currency of the Quotation: USD
Incoterms: DAP
(1) All scope for provision of conference hall/venue, catering service and essential supplies for three days training workshop for Local Government Leaders on Transformation Leadership, Peace and Conflict Management in Bor Town, Jonglei State. Date: 22 - 24 June 2021

Item	Description of Items	Unit	Qty	Unit Price	Total Price
1	Conference Hall Rental with electric power, projector, sound system, Wi-Fi and handwash stations for 40 persons for 3 days	Day	3		
2	Essential supplies <ul style="list-style-type: none"> ▪ Pens [1 pack of 50] ▪ Notebooks, A5 [4 dozen] ▪ Flip charts [3 pieces] ▪ Marker Pen, permanent, assorted colours [6 dozen] ▪ Masking tape [2 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [50 pieces] ▪ Handwash liquid soap, 500ml [5 bottles] ▪ Hand sanitizers, 60% and above alcohol content, 500ml [5 bottles] ▪ Reusable or Surgical Face mask, 40x4 days [160 pieces] 	Pack	1		
3	Accommodation for 40 persons for 4 nights. Tentative start date: 21 June 2021	Each	160		
4	Dinner, buffet with 1 bottle of drinking water for 40 persons for 4 days	Each	160		
5	Lunch, buffet for 40 persons, 3 days	Each	120		
6	Morning Tea and Snacks for 40 persons, 3 days	Each	120		
7	Afternoon Tea and Snacks for 40 persons, 3 days	Each	120		
8	Drinking water for 40 persons for 3 days, 3 waters per person per day	Each	360		
9	Soda for 40 persons for 3 days, 1 soda per person per day	Each	120		
Total all-inclusive price					
(2) All scope for provision of conference hall/venue, catering service and essential supplies for one day dialogue consultation with community at State and County Level in Bor Town, Jonglei State. Date: 29 June 2021					
Item	Description of Items	Unit	Qty	Unit Price	Total Price
1	Conference Hall Rental with electric power, projector, sound system, Wi-Fi and handwash stations for 40 persons for 1 day	Day	1		

2	Essential supplies [Stationery and COVID-19 Prevention] <ul style="list-style-type: none"> ▪ Pens, blue ballpoint [1 pack of 50] ▪ Notebook, A5 [4 dozen] ▪ Flip chart [2 pieces] ▪ Marker Pen, permanent, assorted colours [2 dozen] ▪ Masking tape [2 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [40 pieces] ▪ Handwashing soap, liquid, 500ml [4 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [4 bottles] ▪ Reusable or Surgical Face mask [40 pieces] 	Pack	1		
3	Lunch, buffet for 40 persons, 1 day	Each	40		
4	Morning Tea and Snacks for 40 persons, 1 day	Each	40		
5	Afternoon Tea and Snacks for 40 persons, 1 day	Each	40		
6	Drinking water for 40 persons, 1 day. 3 waters per person per day	Each	120		
7	Soda for 40 persons, 1 day. 1 soda per person per day	Each	40		
Total all-inclusive price					

LOT 10: Pibor Town, Pibor Administrative Area

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Q-034/21	Date: Click or tap to enter a date.

Currency of the Quotation: USD					
Incoterms: DAP					
All scope for provision of conference hall/venue, catering service and essential supplies for three days workshop on R-ARCSS by Ministry of Gender, Child and Social Welfare in Pibor Town, Pibor Administrative Area. Date: 21-25 June 2021					
Item	Description of Items	Unit	Qty	Unit Price	Total Price
1	Conference Hall Rental with electric power, projector, sound system and	Day	3		

	handwash stations for 60 persons for 3 days				
2	Essential supplies [Stationery and COVID-19 Prevention] <ul style="list-style-type: none"> ▪ Pens, blue ballpoint [2 packs of 50] ▪ Notebook, A5 [5 dozen] ▪ Flip chart [5 pieces] ▪ Marker Pen, permanent, assorted colours [5 dozen] ▪ Masking tape [3 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [60 pieces] ▪ Handwashing soap, liquid, 500ml [15 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [15 bottles] ▪ Reusable or Surgical Face mask 60 x 3 [180 pieces] 	Pack	1		
3	Lunch, buffet for 60 persons for 3 days	Each	180		
4	Morning Tea and Snacks for 60 persons for 3 days	Each	180		
5	Afternoon Tea and Snacks for 60 persons for 3 days	Each	180		
6	Drinking water for 60 persons for 3 days. 3 waters per person per day	Each	540		
7	Soda for 60 persons for 3 days. 1 soda per person per day	Each	180		
8	Car hire for 5 days, 1 Car, preferably Toyota Land cruiser hardtop with qualified driver, functioning AC and compliant with local traffic regulation. Tentative date: 21-25 June 2021	Each	5		
Total all-inclusive price					

LOT 11: Kapoeta South Town, Eastern Equatoria State

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Q-034/21	Date: Click or tap to enter a date.

Currency of the Quotation: USD
Incoterms: DAP

All scope for provision of conference hall/venue, catering service and essential supplies for three days training workshop for Local Government Leaders on Transformation Leadership, Peace and Conflict Management in Kapoeta South Town, Eastern Equatoria State. Date: 21 - 23 June 2021

Item	Description of Items	Unit	Qty	Unit Price	Total Price
1	Conference Hall Rental with electric power, projector, sound system, Wi-Fi and handwash stations for 40 persons for 3 days	Day	3		
2	Essential supplies <ul style="list-style-type: none"> ▪ Pens [1 pack of 50] ▪ Notebooks, A5 [4 dozen] ▪ Flip charts [3 pieces] ▪ Marker Pen, permanent, assorted colours [6 dozen] ▪ Masking tape [2 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [50 pieces] ▪ Handwash liquid soap, 500ml [5 bottles] ▪ Hand sanitizers, 60% and above alcohol content, 500ml [5 bottles] ▪ Reusable or Surgical Face mask, 40x4 days [160 pieces] 	Pack	1		
3	Accommodation for 40 persons for 4 nights. Tentative start date: 20 June 2021	Each	160		
4	Dinner, buffet with 1 bottle of drinking water for 40 persons for 4 days	Each	160		
5	Lunch, buffet for 40 persons, 3 days	Each	120		
6	Morning Tea and Snacks for 40 persons, 3 days	Each	120		
7	Afternoon Tea and Snacks for 40 persons, 3 days	Each	120		
8	Drinking water for 40 persons for 3 days, 3 waters per person per day	Each	360		
9	Soda for 40 persons for 3 days, 1 soda per person per day	Each	120		
Total all-inclusive price					

LOT 12: Burung, Kidepo Valley, Eastern Equatoria State

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Q-034/21	Date: Click or tap to enter a date.

Currency of the Quotation: USD

Incoterms: DAP					
All scope for provision of conference hall/venue, accommodation, catering service and essential supplies for two days intercommunal dialogue between Obira, Burung and Loyoro in Burung, Kidepo Valley, Eastern Equatoria State. Date: 28-29 June 2021					
Item	Description of Items	Unit	Qty	Unit Price	Total Price
1	Conference Hall Rental, include electric power, sound system, and handwashing stations for 100 persons for 2 days	Day	2		
2	Essential Supplies [Stationery and COVID-19 Prevention Supplies] <ul style="list-style-type: none"> ▪ Pens, blue ballpoint [2 pack of 50] ▪ Notebook, A5 [9 dozen] ▪ Flip chart [4 pieces] ▪ Marker Pen, permanent, assorted colours [4 dozen] ▪ Masking tape [2 Pieces] ▪ Sole tape [2 Piece] ▪ Plastic files [100 pieces] ▪ Handwashing soap, liquid, 500ml [15 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [10 bottles] ▪ Reusable or Surgical Face mask 100x2 [200 pieces] 				
3	Lunch, buffet for 100 persons, 2 days	Each	200		
4	Morning Tea and Snacks for 100 persons for 2 days	Each	200		
5	Afternoon Tea and Snacks for 100 persons for 2 days	Each	200		
6	Drinking water for 100 persons for 2 days. 3 waters per person per day	Each	600		
7	Soda for 100 persons for 2 days. 1 soda per person per day	Each	200		
8	Accommodation for 80 persons, 3 nights	Each	240		
9	Dinner, buffet including 1 water for 80 persons for 3 days	Each	240		
10	Car hire, 1 Car, preferably Toyota Land cruiser, hardtop and licensed driver for 4 days. Good mechanical condition, functioning AC and compliant with local traffic requirement. Tentative date of service: 27 – 30 June 2021	Each	4		
Total all-inclusive price					

LOT 13: Torit Town, Eastern Equatoria State

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Q-034/21	Date: Click or tap to enter a date.

Currency of the Quotation: USD					
Incoterms: DAP					
All scope for provision of conference hall/venue, catering service and essential supplies for one day dialogue consultation with community at State and County Level in Torit Town, Eastern Equatoria State. Date: 25 June 2021					
Item	Description of Items	Unit	Qty	Unit Price	Total Price
1	Conference Hall Rental with electric power, projector, sound system, Wi-Fi and handwash stations for 40 persons for 1 day	Day	1		
2	Essential supplies [Stationery and COVID-19 Prevention] <ul style="list-style-type: none"> ▪ Pens, blue ballpoint [1 pack of 50] ▪ Notebook, A5 [4 dozen] ▪ Flip chart [2 pieces] ▪ Marker Pen, permanent, assorted colours [2 dozen] ▪ Masking tape [2 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [40 pieces] ▪ Handwashing soap, liquid, 500ml [4 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [4 bottles] ▪ Reusable or Surgical Face mask [40 pieces] 	Pack	1		
3	Lunch, buffet for 40 persons, 1 day	Each	40		
4	Morning Tea and Snacks for 40 persons, 1 day	Each	40		
5	Afternoon Tea and Snacks for 40 persons, 1 day	Each	40		
6	Drinking water for 40 persons, 1 day. 3 waters per person per day	Each	120		
7	Soda for 40 persons, 1 day. 1 soda per person per day	Each	40		
Total all-inclusive price					

LOT 14: Juba City, Central Equatoria State

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Q-034/21	Date: Click or tap to enter a date.

Currency of the Quotation: USD
Incoterms: DAP

All scope for provision of conference hall/venue, catering service and essential supplies for High-Level Briefing Sessions under the Ministry of Peacebuilding, Government of the Republic of South Sudan, Juba, Central Equatoria State. Tentative Date: 5 July 2021 – 23 August 2021 (Refer to Annex 4 for the briefing schedule)

Item	Description of Items	Unit	Qty	Unit Price	Total Price
1	Conference Hall Rental with electric power, air condition, projector, sound system, Wi-Fi and handwash stations for 35 persons for 15 briefing sessions, 1 day per session	Day	15		
2	Essential supplies [Stationery and COVID-19 Prevention] for 15 briefing sessions, 1 day per session <ul style="list-style-type: none"> ▪ Pen, executive rollerball, blue [35 pieces] ▪ Executive Notebook, B5, Minimum 100 sheets [35 pieces] ▪ Flip chart [1 piece] ▪ Marker Pen, permanent, assorted colours [2 dozen] ▪ Whiteboard marker, assorted colours [1 dozen] ▪ Masking tape [1 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [35 pieces] ▪ Handwashing soap, liquid, 500ml [4 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [4 bottles] ▪ Surgical Face mask [35 pieces] 	Pack	15		
3	Lunch, buffet for 35 persons for 15 briefing sessions, 1 day per session	Each	525		
4	Tea and Snacks for 35 persons for 15 briefing sessions, 1 day per session	Each	525		
5	Drinking water for 35 persons for 15 briefing sessions. 3 waters per person per day	Each	1575		
6	Soda for 35 persons for 15 briefing sessions, 1 briefing session per day. 1 soda per person per day	Each	525		

Total all-inclusive price		
TENTATIVE DATES FOR SESSIONS		
Activity	Sessions	Date
Briefing Sessions for Technical Advisory Committee	Session #1	Monday 5 th , July 2021
	Session #2	Wednesday 7 th , July 2021
	Session #3	Friday 9 th , July 2021
	Session #4	Monday 12 th , July 2021
	Session #5	Wednesday 14 th , July 2021
	Session #6	Friday 16 th , July 2021
	Session #7	Monday 19 th , July 2021
	Session #8	Wednesday 21 st , July 2021
	Session #9	Friday 23 rd , July 2021
	Session #10	Monday 26 th , July 2021
Briefing Sessions for Reference Group	Session #1	Monday 9 th , August 2021
	Session #2	Thursday 12 th , August 2021
	Session #3	Monday 16 th , August 2021
	Session #4	Thursday 19 th , August 2021
	Session #5	Monday 23 rd , August 2021

LOT 15: Terekeka Town, Central Equatoria State

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Q-034/21	Date: Click or tap to enter a date.

Currency of the Quotation: USD					
Incoterms: DAP					
All scope for provision of conference hall/venue, catering service and essential supplies for three days workshop on R-ARCSS by Ministry of Gender, Child and Social Welfare in Terekeka Town, Central Equatoria State. Date: 12-16 July 2021					
Item	Description of Items	Unit	Qty	Unit Price	Total Price
1	Conference Hall Rental with electric power, projector, sound system and handwash stations for 60 persons for 3 days	Day	3		
2	Essential supplies [Stationery and COVID-19 Prevention] <ul style="list-style-type: none"> ▪ Pens, blue ballpoint [2 packs of 50] ▪ Notebook, A5 [5 dozen] ▪ Flip chart [5 pieces] ▪ Marker Pen, permanent, assorted colours [5 dozen] ▪ Masking tape [3 Pieces] 	Pack	1		

	<ul style="list-style-type: none"> ▪ Sole tape [1 Piece] ▪ Plastic files [60 pieces] ▪ Handwashing soap, liquid, 500ml [15 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [15 bottles] ▪ Reusable or Surgical Face mask 60 x 3 [180 pieces] 				
3	Lunch, buffet for 60 persons for 3 days	Each	180		
4	Morning Tea and Snacks for 60 persons for 3 days	Each	180		
5	Afternoon Tea and Snacks for 60 persons for 3 days	Each	180		
6	Drinking water for 60 persons for 3 days. 3 waters per person per day	Each	540		
7	Soda for 60 persons for 3 days. 1 soda per person per day	Each	180		
8	Car hire for 5 days, 1 Car, preferably Toyota Land cruiser hardtop with qualified driver, functioning AC and compliant with local traffic regulation. Tentative date: 12-16 July 2021	Each	5		
Total all-inclusive price					

LOT 16: Yambio Town, Western Equatoria State

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Q-034/21	Date: Click or tap to enter a date.

Currency of the Quotation: USD					
Incoterms: DAP					
All scope for provision of conference hall/venue, catering service and essential supplies for one day dialogue consultation with community at State and County Level in Yambio Town, Western Equatoria State. Date: 5 July 2021					
Item	Description of Items	Unit	Qty	Unit Price	Total Price
1	Conference Hall Rental with electric power, projector, sound system, Wi-Fi and handwash stations for 40 persons for 1 day	Day	1		
2	Essential supplies [Stationery and COVID-19 Prevention]	Pack	1		

	<ul style="list-style-type: none"> ▪ Pens, blue ballpoint [1 pack of 50] ▪ Notebook, A5 [4 dozen] ▪ Flip chart [2 pieces] ▪ Marker Pen, permanent, assorted colours [2 dozen] ▪ Masking tape [2 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic files [40 pieces] ▪ Handwashing soap, liquid, 500ml [4 bottles] ▪ Hand sanitizer, 60% and above alcohol content, 500ml [4 bottles] ▪ Reusable or Surgical Face mask [40 pieces] 				
3	Lunch, buffet for 40 persons, 1 day	Each	40		
4	Morning Tea and Snacks for 40 persons, 1 day	Each	40		
5	Afternoon Tea and Snacks for 40 persons, 1 day	Each	40		
6	Drinking water for 40 persons, 1 day. 3 waters per person per day	Each	120		
7	Soda for 40 persons, 1 day. 1 soda per person per day	Each	40		
Total all-inclusive price					

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
Minimum Technical Specifications – as per Annex 3	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Term (INCOTERMS) – DAP, South Sudan	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time – 5 Days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation – 120 days	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms – Within 30 days upon acceptance of goods and receipt of invoice	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text.

Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.
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