



## REQUEST FOR QUOTATION (RFQ)

Provision of Conference/Workshop services
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RFQ Reference: Q-044/21	Date: 19 July 2021
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### SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the provision of goods, works and/or 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

**Dedicated bid submission Email Address:** [bids.juba@undp.org](mailto: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: 19/07/2021

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Introduction</b>	<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 <a href="#">UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</a></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>
<b>Deadline for the Submission of Quotation</b>	<b>22 July 2021; 17:00pm hrs GMT+3</b>
<b>Method of Submission</b>	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> <b>Dedicated Email Address; <a href="mailto:bids.juba@undp.org">bids.juba@undp.org</a></b></p>
<b>Cost of preparation of quotation</b>	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.
<b>Supplier Code of Conduct, Fraud, Corruption,</b>	<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 <b>principles on labour, human rights, environment and ethical conduct</b> may be found at: <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a></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 <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</a></p>
<b>Gifts and Hospitality</b>	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.
<b>Conflict of Interest</b>	<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>

<b>General Conditions of Contract</b>	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"/> <a href="#">General Terms and Conditions / Special Conditions for Contract.</a> Applicable Terms and Conditions and other provisions are available at <a href="#">UNDP/How-we-buy</a>
<b>Special Conditions of Contract</b>	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days
<b>Eligibility</b>	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.
<b>Currency of Quotation</b>	Quotations shall be quoted in <b>United States Dollars</b>
<b>Joint Venture, Consortium or Association</b>	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 <a href="#">Solicitation policy</a> for details on the applicable provisions on Joint Ventures, Consortium or Association.
<b>Only one Bid</b>	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.
<b>Duties and taxes</b>	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

<b>Language of quotation</b>	<b>English</b> Including documentation including catalogues, instructions and operating manuals.
<b>Documents to be submitted</b>	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> <b>Annex 2: Quotation Submission Form duly completed and signed</b> <input checked="" type="checkbox"/> <b>Annex 3: Technical and Financial Offer duly completed and signed</b> <input checked="" type="checkbox"/> <b>Registration certificate.</b> <input checked="" type="checkbox"/> <b>Minimum 1 contract/PO for provision of conference/workshop services in the last 3 years MUST be attached alongside the bid.</b>
<b>Quotation validity period</b>	Quotations shall remain valid for 120 days from the deadline for the Submission of Quotation.
<b>Price variation</b>	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.
<b>Partial Quotes</b>	<input type="checkbox"/> Not permitted <input checked="" type="checkbox"/> <b>Permitted per complete LOT. Partial bidding within a given LOT is not acceptable and shall lead to disqualification of bid.</b>
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> <b>Not permitted</b> <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, <a href="#">Click or tap here to enter text.</a> 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"
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> Written Acceptance of Goods, based on full compliance with RFQ requirements
<b>Contact Person for correspondence, notifications and clarifications</b>	E-mail address: <a href="mailto:procurement.info.ss@undp.org">procurement.info.ss@undp.org</a> <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified.</b> <b>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.</b>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than <a href="#">Click or tap here to enter text.</a> days before the submission deadline. Responses to request for clarification will be communicated <a href="#">Click or tap here to enter text.</a> by <a href="#">Click or tap to enter a date.</a>
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a>
<b>Evaluation criteria</b>	<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
<b>Right not to accept any quotation</b>	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	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.
<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> Purchase Order

<b>Expected date for contract award.</b>	01 August 2021
<b>Publication of Contract Award</b>	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.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">UNDP Programme and Operations Policies and Procedures</a>
<b>UNGM registration</b>	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 <a href="http://www.ungm.org">www.ungm.org</a> . 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 Specifications for Goods: *As below*

### Delivery Requirements

Delivery Requirements	
<b>Delivery date and time</b>	Bidder shall deliver the goods as scheduled in Annex 3.
<b>Delivery Terms (INCOTERMS 2020)</b>	DAP
<b>Customs clearance (must be linked to INCOTERM)</b>	<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
<b>Exact Address(es) of Delivery Location(s)</b>	LOT1: PCRC Establishment in Magwi & SPU Mentorship for Torit, Eastern Equatoria State LOT2: SPU Mentorship and Training in Kwajok, Warrap State LOT3: SPU Mentorship in Bentiu, Unity State LOT4: SPU Mentorship in Malakal, Upper Nile State LOT5: SPU Mentorship Sessions & Rule of Law Activities in Yambio, Western Equatoria State
<b>Distribution of shipping documents (if using freight forwarder)</b>	Not Applicable
<b>Packing Requirements</b>	N/A.
<b>Training on Operations and Maintenance</b>	Not Applicable
<b>Warranty Period</b>	Not Applicable
<b>After-sales service and local service support requirements</b>	Not Applicable
<b>Preferred Mode of Transport</b>	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-044/21	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? (If yes, provide a Copy)	<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 (If yes, provide a Copy)	<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.
<b>Previous relevant experience: 3 contracts</b>	

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"/>	<b>Requirements and Terms and Conditions:</b> 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"/>	<b>Ethics:</b> 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 : <a href="https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct">https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</a> and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> 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"/>	<b>Prohibitions, Sanctions:</b> 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"/>	<b>Bankruptcy:</b> 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"/>	<b>Offer Validity Period:</b> 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 - GOODS

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.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Q-044/21	Date: Click or tap to enter a date.

<b>Currency of the Quotation: USD</b>
<b>Incoterms: DAP</b>
<b>LOT1: PCRC Establishment in Magwi &amp; SPU Mentorship in Torit, Eastern Equatoria State, South Sudan</b>

#### A. PCRC Establishment in Magwi County - August to October 2021

S/N	Description of Items	UoM	Qty	Duration (Months)	Unit Cost (USD)	Total Cost (USD)	
1.	Soda for 100 people for Community Policing outreach/campaign for PCRC in 3 locations	Bottle	300	3			
2.	Water for 100 people for Community Policing outreach/campaign for PCRC in 3 locations	Bottle	300	3			
3.	Biscuit for 100 people for Community Policing outreach/campaign for PCRC in 3 locations	PC	300	3			
4.	Soda for 30 people for 2 meetings	PC	60	3			
5.	2 Water for 30 people for 2 meetings	PC	120	3			
6.	Lunch and 1 water for 30 people for 3 meetings	PC	600	3			
7.	2 Teas with snacks per person for 2 days for 30 people	PC	120	3			
8.	Hire of venue for 30 people for 2 days	PC	2	3			
14.	Notepad (dozens)	Dz	15	1			
15.	Pens (Pack of 50)	Pck	4	1			
16.	Flip charts	Roll	5	1			
17.	Markers	Pck	5	1			
18.	Masking tape	Pck	4	1			
19.	Face masks (box)	Box	15	1			
20.	Hand sanitizers - 500ml	Bottle	15	1			
	<b>TOTAL AMOUNT (US\$)</b>						

**B. Mentorship Sessions for SPU Police Officers and GBV Actors (TORIT COUNTY) – Aug to Oct 2021**

S/N	Description of Items	UoM	Qty	Duration (Months)	Unit Cost (USD)	Total Cost (USD)
1.	Soda for 30 people for 10 meetings	Bottle	300	3		
2.	Water for 30 people for 10 meetings	Bottle	300	3		
3.	Lunch and 1 water for 30 people for 10 meetings	Pc	300	3		
4.	2 Teas with snacks per person for 30 people for 10 meetings	Pc	600	3		
8.	Venue hire with Public Address and projector	Pc	10	3		
11.	Notepad (dozens)	Pcs	15			
12.	Files (plastic folders) pieces	box	100			
13.	Pens (Pack of 50)	Pcs	10			
14.	Flip charts	Rolls	10			
15.	Markers	boxes	10			
16.	Masking tape	reams	4			
17.	Face masks (box)	rolls	15			
18.	Hand sanitizers - 500ml	boxes	15			
<b>TOTAL AMOUNT (US\$)</b>						

**LOT2: SPU Mentorship and Training in Kwajok, Warrap State – 2<sup>nd</sup> -5<sup>th</sup> August 2021**

S/N	Description of Items	UoM	Qty	Duration (Day)	Unit Cost (USD)	Total Cost in USD
1	Hall Hiring (35 pax space) with Public Address and projector	Pc	1	4		
2	2 Tea with Snacks for 35 people for 4 days	Pc	70	4		
3	Buffet lunch for 35 people for 4 days	Pc	35	4		
4	3 Water/day/person for 35 people for 4 days	Bottle	105	4		
5	Soda for 35 people for 4 days	Bottle	35	4		
<b>Assorted Stationery:</b>						
1	Notepad (dozens)	Pcs	35			
2	Pens (Pack of 50)	box	1			
3	Files (plastic folders)	Pcs	35			
4	Flip charts	Rolls	2			

5	Markers	boxes	2			
6	Printing Paper	reams	2			
7	Masking tape	rolls	2			
8	Face masks (box) of 50	boxes	3			
9	Hand sanitizers (above 60% alcohol)-500ml	bottles	2			
<b>Total Amount (USD)</b>						

**LOT3: SPU Mentorship in Bentiu, Unity State, South Sudan – 3<sup>rd</sup> – 6<sup>th</sup> August 2021**

S/N	Description of Items	UoM	Qty	Duration	Unit Cost (USD)	Total Cost in USD
1	Hall Hiring (35 pax space) with Public Address and projector	Pc	1	4		
2	2 Tea with Snacks for 35 people for 4 days	Pc	70	4		
3	Buffet lunch for 35 people for 4 days	Pc	35	4		
4	3 Water/day/person for 35 people for 4 days	Bottle	105	4		
5	Soda for 35 people for 4 days	Bottle	35	4		
<b>Assorted Stationery:</b>						
1	Notepad (dozens)	Pcs	35			
2	Pens (Pack of 50)	box	1			
3	Files (plastic folders)	pcs	35			
4	Flip charts	Rolls	2			
5	Markers	boxes	2			
6	Printing Paper	reams	2			
7	Masking tape	rolls	2			
8	Face masks (box) of 50	boxes	3			
9	Hand sanitizers (above 60% alcohol)-500ml	bottles	2			
<b>Total Amount (USD)</b>						

**LOT4: SPU Mentorship in Malakal, Upper Nile State, South Sudan – 5<sup>th</sup> – 8<sup>th</sup> August 2021**

S/N	Description of Items	UoM	Qty	Duration	Unit Cost (USD)	Total Cost in USD
1	Hall Hiring (35 pax space) with Public Address and projector	Pc	1	4		

2	2 Tea with Snacks for 35 people for 4 days	Pc	70	4		
3	Buffet lunch for 35 people for 4 days	Pc	35	4		
4	3 Water/day/person for 35 people for 4 days	Bottle	105	4		
5	Soda for 35 people for 4 days	Bottle	35	4		
	<b>Assorted Stationery:</b>					
1	Notepad (dozens)	Pcs	35			
2	Pens (Pack of 50)	box	1			
3	Files (plastic folders)	pcs	35			
4	Flip charts	Rolls	2			
5	Markers	boxes	2			
6	Printing Paper	reams	2			
7	Masking tape	rolls	2			
8	Face masks (box) of 50	boxes	3			
9	Hand sanitizers (above 60% alcohol)-500ml	bottles	2			
<b>Total Amount (USD)</b>						

**LOT5: SPU Mentorship Sessions & Rule of Law Activities in Yambio, Western Equatoria State, South Sudan**

**A. SPU Mentorship Sessions in Yambio - July, 2021**

S/N	Description of Items	UoM	Qty	Duration (days)	Unit Cost (USD)	Total Cost (USD)
1.	Venue (Training Hall, tables, chairs, fuel, etc.)	Pc	1	4		
2.	Lunch for 30 persons for 4 days	Pc	30	4		
3.	Morning tea with snacks for 30 persons for 4 days	Pc	30	4		
4.	3water/day/person for 30 people for 4 days	Bottle	90	4		
5.	Soda for 30 person for 4 days	Bottle	30	4		

**DIALOGUE WITH SECURITY SECTOR ON WOMEN PROTECTION AND HUMAN RIGHTS**

1	Venue (Training Hall, tables, chairs, fuel, etc.)	Pc	1	1		
2.	Lunch for 50 Persons for 1 day	Pc	50	1		
3.	Morning tea with snacks for 50 persons for 1 day	Pc	50	1		
4.	3water/day/Person for 50 people for 1 day	Bottle	150	1		
5.	Soda for 50 Person for 1 day	Bottle	50	1		

**A. Assorted Stationery**

1.	Notebooks	Pc	50	1		
2	Box of Pens	box	1	1		
3	Reams of paper	Ream	2	1		
4	Flip Charts	Roll	6	1		
5	Permanent markers	boxes	2	1		
6	White Board pens	Boxes	2	1		
<b>Total Amount (USD)</b>						

### B. Rule of Law Activities in Yambio, Western Equatoria State - Q3/Q4 2021

S/ N	Description of Items	Qty	Duration	Unit Cost (USD)	Total Cost in USD
<b>A</b>	<b>Rule of Law Forums</b>				
1	Venue and conference facilities (6 Forums)	1	6		
2	Tea and Snacks (6 Forums, 40 people/Forum)	40	6		
3	Water (6 Forums, 40 people/Forum)	40	6		
<b>TOTAL COST</b>					
<b>B</b>	<b>Customary Law Working Group Sessions (Forum Subcommittee)</b>				
1	Venue and conference facilities (4 sessions)	1	4		
2	Tea and Snacks (4 sessions, 20 people/session)	20	4		
3	Water (4 sessions, 20 people/session)	20	4		
<b>TOTAL COST</b>					
<b>C</b>	<b>Rule of Law Outreaches</b>				
1	Water for 6 Rule of Law Outreaches (100 persons)	100	6		
2	Soda for 6 Rule of Law Outreaches (100 persons)	100	6		
<b>TOTAL COST</b>					
<b>D</b>	<b>Rule of Law Radio Awareness Sessions</b>				
	2-hr radio program	1	3		
<b>TOTAL COST</b>					
<b>E</b>	<b>Stationery</b>				
1	Notepad (dozens)	12	1		

2	Pens (Pack of 50)	6	1		
3	Manila Envelopes (large, pack of 50)	6	1		
4	Ream of Paper	6	1		
5	Hand sanitizers (above 60% alcohol)-500ml	10	1		
6	Toner (1 cartridge)	2	1		
				<b>Total Cost</b>	
				<b>GRAND TOTAL COST</b>	

### 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 – As per schedule per LOT	<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.	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>