



REQUEST FOR QUOTATION (RFQ)

Provision of Conference/Workshop services in Jonglei, Eastern Equatoria, Western Equatoria States and Greater Pibor Administrative Area.

RFQ Reference: Q-001/22

Date: 25 January 2022

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

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: Solomon Kumba

Title: Procurement Analyst

Date: 25/01/2022

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	31 January 2022; 17:00pm 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	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.
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	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days</p>
Eligibility	<p>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.</p> <p>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.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	<p>Quotations shall be quoted in United States Dollars</p>
Joint Venture, Consortium or Association	<p>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.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>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.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> 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	<p>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:</p> <p>All prices must:</p> <ul style="list-style-type: none"> <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"/> Registration/Incorporation certificate. <input checked="" type="checkbox"/> Minimum 1 contract/PO for provision of conference/workshop services in the last 1 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 NB: Quotations shall not be submitted to this email address but to the address for bid submission above i.e. bids.juba@undp.org . 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 Click or tap here to enter text. days 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.	03 May 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 Specifications for Goods: **As below**

Delivery Requirements

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)	LOT1: Workshops delivered to Jonglei State and Greater Pibor Administrative Area. LOT2: Workshops delivered to Eastern Equatoria State LOT3: Workshops delivered to Yambio, Western Equatoria State
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-001/22	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.
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 - 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-001/22	Date: Click or tap to enter a date.

LOT1: Workshops in Jonglei and Greater Pibor Administrative Area				
S/N	Description of Items	Qty	Unit Cost USD	Total Cost USD
Training of the PCRC executive members and convening of meetings and crime prevention outreaches in Jonglei State and GPAA.				
A	Training			
1	Hall Hiring (30 pax space) with Public Address and projector, for 3 days	21		
2	2 Tea with Snacks for 180 participants	540		
3	1 Buffet lunch for 180 participants	540		
4	3 Water/day/person for 180 participants	540		
5	1 Soda for 180 participants.	540		
	Assorted Stationery for the training:			
1	Flip charts	7		
2	Boxes (50 pieces) of Pens	4		
3	Notebooks A4 dozens	175		
4	Markers packs	7		
5	Printing Paper	7		
6	clear bags	175		
7	Printing of certificates	175		
8	Boxes (50 pieces) of Face masks	4		
9	Hand sanitizers	7		
Sub Total				
B	State Community Policing Board			
1	Hall hire	1		
2	Water	25		
3	Soda	25		

4	Masks	25		
			Sub Total	
C	PCRC meetings for 18 PCRCs			
1	Water for 12 pax of the 18 PCRCs	216		
2	Soda for 12 pax of the 18 PCRCs	216		
3	Masks pack of 50			
D	Stationery for PCRCs Records			
1	A4 counter books @288pages	32		
2	Realm of printing paper 1	18		
3	Pens pack of 50	1		
4	Stapler	18		
5	Punch	18		
6	File folder dozen	2		
			Sub total	
E	Crime Prevention outreaches for 75 participants			
1	Water	75		
2	Soda	75		
3	Masks pack of 50	3		
4	Radio talk shows	2		
			Sub total	
Training of 25 traditional leaders and establishment of one conflict resolution platform				
A	2-day Training of Traditional Leaders in Twic East			
1	Hall Hiring (30 pax space) with Public Address and projector, for 2 days	2		
2	Tea with Snacks for 30 people (once a day) for 2 days	60		
3	Buffet lunch for 30 people for 2 days	60		
4	Water (3 bottles per person) for 30 people for 2 days	180		
5	Soda (1 bottle per person) for 30 people for 2 days	60		
	Stationery for the 2-day Training			
1	Flip charts	2		
2	Pens (a box of 50 pens)	1		

3	Notebooks (dozen)	3		
4	Markers (1box)	1		
5	Printing Paper (rim)	1		
6	clear bags	25		
7	Face masks (box of 50)	1		
8	Hand Sanitizers (500ml) bottle	1		
		Sub total		
B	1-day Action Review Meeting in Bor for the Executive Leaders of the 3 Established Conflict Resolution Platforms			
1	Venue/Hall hiring for 40 pax	1		
2	Water (three bottles per person per day) for 40 pax	120		
3	Tea & Snacks (twice a day) for 40 pax	80		
4	Lunch buffet for 40 pax	40		
5	Soda (one bottle per person) for 40 pax	40		
	Stationary for the 1-day Action Review Meeting in Bor			
1	Flip charts (roll)	2		
2	Pens (box of 50 pens)	1		
3	Notebooks (dozen)	3		
4	Markers (1box)	2		
5	Printing Paper (2 rims)	2		
6	clear bags	40		
7	Face masks (box of 50)	1		
8	Hand Sanitizers (500ml)	2		
9	A4 counter books @288 pages	75		
10	3 record books	3		
11	Printing & Binding a set of simple guidelines for 75 pax	75		
		Sub total		
	Rule of Law Forums			
1	Hall Hiring (40 pax) with public address system and projector	1		
2	Tea with Snacks (once a day) for 40 pax for 6 days	40		

3	1 Water/day/person for 40 people for 6 days	40		
4	1 bottle of soda for 40 people for 6 days	40		
			Sub total	
	Rule of Law Outreaches			
1	1 Water/day/person for 75 people for 12 days	75		
2	1 bottle of soda for 75 people	75		
3	Radio programs (talk shows and call-ins)	1		
			Sub total	
	Monthly Mentorship Sessions for 25 Justice Actors			
1	1 Water/day/person for 30 participants for 3 days	30		
2	1 bottle of soda for 30 participants	30		
	Assorted stationery			
1	Notepads (dozen)	6		
2	Pens (box of 50)	2		
3	Plastic folders for 30 pax	30		
4	Flip charts	3		
5	Markers (box)	2		
6	Printing paper (rims)	2		
7	Face Masks (box of 50)	2		
			Sub total	
			Grand total	

LOT 2: Workshops in Eastern Equatoria State				
S/N	Description of Items	Qty	Unit Cost (USD)	Total Cost (USD)
Establishment of Sustainable PCRCs and Neighbourhood Groups in Kiyala, Ikwotos, Pageri, Kapoeta and Nimule, Eastern Equatoria State.				
1	Venue hire	10		
2	Soda for 50 people for launch campaign for PCRC	250		
3	Water for 50 people for the launch campaign for PCRC	250		
4	Biscuits for 50 participants for the launch campaign for PCRC	250		
5	Soda for 30 people for 10 meetings	300		
6	2 Water for 30 people for 10 meetings	600		
7	Lunch plus water for 30 people for 10 meetings	300		
8	1 tea for 30 people for 10 meetings	300		
9	Notepad (dozens)	15		
10	Pens (Pack of 50)	8		
11	Plastic ID Card Tags with rope – 500 pieces	500		
12	Flip charts	15		
13	Markers (Pack)	10		
14	Masking tape	5		
15	Face masks (box)	20		
16	Alcohol based Hand sanitizers - 500ml	7		
			Sub total	
1 January to 30 June 2022 – Rule of Law Forums (Torit)				
1	6 months' supply of 2 bottles of water per person for 25 people for Rule of law forum in Torit.	300		
2	Tea and snacks	150		
3	6 months' supply of lunch and Soda for 25 people for Rule of law forum in Torit	150		
4	Venue - Hall with Sound System to convey 25 people for 6 months	6		
			Sub Total	
1 January to 30 June 2021 - PCRCs & Neighbourhood Groups Meetings (Kapoeta South)				
1	30 bottles of soda for 8 PCRC meetings per month, for 6 months.	1440		

2	30 bottles of water for 8 PCRC meetings per month, for 6 months.	1440		
3	3 biscuits for 8 PCRC meetings per month, for 6 months.	1440		
Sub Total				
1 January to 30 June 2021 - PCRCs & Neighbourhood Groups Meetings (Torit)				
1	30 bottles of soda for 8 PCRC meetings per month, for 6 months.	1440		
2	30 bottles of water for 8 PCRC meetings per month, for 6 months.	1440		
3	30 biscuits for 8 PCRC meetings per month, for 6 months.	1440		
Sub-Total				
1 January to 30 June 2022 – Rule of Law Forums (Kapoeta South)				
1	6 months' supply of 2 bottles of water per person for 25 people for rule of law forum in Kapoeta South.	300		
2	Tea and snacks	150		
3	6 months' supply of lunch and Soda for 25 people for rule of law forum in Kapoeta South	150		
4	Venue - Hall with Sound System to convey 25 people for 6 months	6		
Sub Total (USD)				
Grand total (USD)				

LOT 3: Workshops in Yambio, Western Equatoria State				
S/N	Description of Items	Qty	Unit Cost (USD)	Total Cost (USD)
Venue and catering services and Refreshments for PCRCs in Yambio, Western Equatoria State.				
1.	Venue (Training Hall, tables, chairs, fuel, etc.), for 3 days	3		
2.	Lunch for 35 persons for 3 days	105		
3.	Morning tea with snacks for 35 persons for 3 days	105		
4.	3water/day/person for 35 people for 3 days	315		
5.	Soda (plastic bottle 500ml) for 35 person for 3 days	35		
6.	Evening tea with snacks for 35 persons for 3 days	35		
Stationery				
1.	Notepad (dozens)	3		
2.	Pens (Pack of 50)	1		
2.	Files (plastic folders)	35		
3.	Markers (Packets)	30		
4.	Ream of Paper	5		
5.	Masking tape	6		
6.	Hand sanitizers (above 60% alcohol)-500ml	6		
			Sub Total (USD)	
Monthly PCRC Meetings				
1	Water	1500		
2	Soda (Plastic bottled 500ml)	1500		
			Sub Total (USD)	
Public Outreaches/Awareness				
1	5 Radio Awareness Sessions	5		
2	Water	450		
3	Soda	450		
4	3 PA systems	3		
			Sub Total (USD)	
			Grand total (USD)	

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 – Immediately as required	<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 <i>[pls. specify]</i>	<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>
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