



REQUEST FOR QUOTATION (RFQ)

PROVISION OF CONFERENCE/CATERING/WORKSHOP SERVICES IN VARIOUS FIELD LOCATIONS
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RFQ Reference: Q-010/22	Date: 07 March 2022
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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

The RFQ has the following LOTS.

- LOT 1: Conference/Catering/Workshop Services in Eastern Equatoria State _ PACC Project
- LOT 2: Conference/Catering/Workshop Services in Warrap State _ PACC Project
- LOT 3: Conference/Catering/Workshop Services in Jonglei & GPAA _ A2J Project
- LOT 4: Conference/Catering/Workshop Services in Yambio _ A2J Project
- LOT 5: Conference/Catering/Workshop Services in Wau, WBGS _ A2J Project
- LOT 6: Conference/Catering/Workshop Services in Aweil, NBGS _ A2J Project
- LOT 7: Conference/Catering/Workshop Services in Eastern Equatoria State _ A2J Project

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:

UNDP Procurement Unit

Date: 07/03/2022

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	11 March 2021; 5:00 PM South Sudan Local Time
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	United States Dollars
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"/> Company Registration Certificate (Certificate of Incorporation) <input checked="" type="checkbox"/> Evidence of relevant experience; at least 2 contracts/POs for provision of similar services
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/Sub LOT . Partial bidding within a given Sub 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 email 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 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"/> Compliance with Technical Specifications <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.	Immediately upon PO issue
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 per Annex 3**

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the services after Contract/PO signature.
Delivery Terms (INCOTERMS 2020)	DAP
Customs clearance (must be linked to INCOTERM)	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation (Where applicable) <input checked="" type="checkbox"/> Supplier/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	<ul style="list-style-type: none"> • LOT 1: Equatoria State • LOT 2: Warrap State • LOT 3: Jonglei & Greater Pibor Administrative Area • LOT 4: Yambio Western Equatoria State • LOT 5: Wau, Western Bahr El Ghazal State • LOT 6: Aweil, Northern Bahr El Ghazal State • LOT 7: Eastern Equatoria State
Distribution of shipping documents (if using freight forwarder)	Not Applicable
Packing Requirements	Not Applicable
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-010/22	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
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<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.

Yes	No	
<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-010/22	Date: Click or tap to enter a date.

LOT 1: Conference/Catering/Workshop Services in Eastern Equatoria State _ PACC Project

10 Days Workshop Service for Peace Committee Training in Chorokol Town, Eastern Equatoria State, 08-17 March 202					
Item	Description of Items	Unit	Qty	Unit Cost (US\$)	Amount (US\$)
1	Conference hall rental: include projector, sound system, flipchart stand and hand wash station (compliant to COVID-19 prevention). Minimum capacity: 30 people	Day	10		
2	Accommodation for 24 persons for 11 nights	Each	264		
3	Dinner (buffet + water) for 24 persons for 11 days	Each	264		
4	Lunch (buffet + water + soda) for 30 persons for 10 days	Each	300		
5	Morning and afternoon tea + snacks (variety) for 30 persons for 10 days	Each	600		
6	Drinking water for 30 persons for 10 days. 3 bottles/glasses per person	Each	900		
7	Assorted supplies [Stationery and PPE] <ul style="list-style-type: none">▪ Pen [1 box of 50]▪ A4 Shorthand book/Notebook [30 pieces]▪ Flip chart [10 pieces]▪ Permanent marker pen, assorted colors [20 dozen]▪ Masking tape [5 Pieces]▪ Sole tape [1 Piece]▪ Plastic folder, clear bag [30 pieces]▪ Fabric or surgical facemask [30x11= 330 pieces]▪ Hand sanitizer; 60% and above alcohol content, 500ml [10 bottles]▪ Hand wash soap, liquid, 500ml [10 bottles]	Lump sum	1		
Sub Total					

Delivery of workshop service for State Traditional Authority Dialogue in Torit Town, Eastern Equatoria State, 11-12 March 2022					
Item	Description of Items	Unit	Qty	Unit Cost (US\$)	Amount (US\$)
1	Conference hall rental: include projector, sound system, flipchart stand and hand wash station (compliant to COVID-19 prevention). Minimum capacity: 125 people	Day	2		
2	Accommodation for 80 persons for 3 nights	Each	240		
Sub Total					
Total Cost LOT 1					

LOT 2: Conference/Catering/Workshop Services in Warrap State _ PACC Project

Delivery of workshop service for Gogrial West Peace Committee Consultations in Kuajok Town, Warrap State, 09-10 March 2022					
Item	Description of Items	Unit	Qty	Unit Cost (US\$)	Amount (US\$)
1	Conference hall rental: include projector, sound system, flipchart stand and hand wash station (compliant to COVID-19 prevention). Minimum capacity: 25 people	Day	1		
2	Accommodation for 16 people for 2 nights	Day	32		
3	Dinner (buffet + water) for 16 people for 2 days	Each	32		
4	Lunch (buffet + water + soda) for 25 people for 1 day	Each	25		
5	Morning and afternoon tea + snacks (variety) for 25 people for 1 day	Each	50		
6	Drinking water for 25 people for 1 day. 3 bottles/glasses per person	Each	75		
7	Assorted supplies [Stationery and PPE] <ul style="list-style-type: none"> Pen [1 box of 50] A5 Shorthand book/Notebook [25 pieces] Flip chart [2 pieces] Permanent marker pen, assorted colors [3 dozen] Masking tape [1 Piece] Sole tape [1 Piece] Plastic folder, clear bag [Nil] Fabric or surgical facemask [25x2= 50 piece] 	Lump sum	1		

	<ul style="list-style-type: none"> ▪ Hand sanitizer; 60% and above alcohol content, 500ml [2 bottles] ▪ Hand wash soap, liquid, 500ml [2 bottles] 				
Sub Total					
Delivery of workshop service for Trauma Awareness Workshop for State Leaders in Kuajok Town, Warrap State, 13 April 2022					
Item	Description of Items	Unit	Qty	Unit Cost (US\$)	Amount (US\$)
1	Conference hall rental for 1 day; include projector, sound system, flipchart stand and hand wash station (compliant to COVID-19 prevention). Minimum capacity: 34 people	Day	1		
2	Lunch (buffet + water + soda) for 34 persons for 1 day	Each	34		
3	Morning and afternoon tea + snacks (variety) for 34 persons for 1 day	Each	68		
4	Drinking water for 34 persons for 1 days. 3 bottles/glasses per person	Each	102		
5	Assorted supplies [Stationery and PPE] <ul style="list-style-type: none"> ▪ Pen [1 box of 50] ▪ A5 Shorthand book/Notebook [35 pieces] ▪ Flip chart [2 pieces] ▪ Permanent marker pen, assorted colors [3 dozen] ▪ Masking tape [1 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic folder, clear bag [Nil] ▪ Fabric or surgical facemask [34 pieces] ▪ Hand sanitizer; 60% and above alcohol content, 500ml [3 bottles] ▪ Hand wash soap, liquid, 500ml [2 bottles] 	Lump sum	1		
Sub Total					
Delivery of workshop service for Trauma Awareness Workshop for State Leaders in Turalei, Warrap State, 21 March 2022					
Item	Description of Items	Unit	Qty	Unit Cost (US\$)	Amount (US\$)
1	Conference hall rental for 1 day; include projector, sound system, flipchart stand and hand wash station (compliant to COVID-19 prevention). Minimum capacity: 34 people	Day	1		
2	Lunch (buffet + water + soda) for 34 persons for 1 day	Each	34		

3	Morning and afternoon tea + snacks (variety) for 34 persons for 1 day	Each	68		
4	Drinking water for 33 persons for 1 days. 3 bottles/glasses per person	Each	102		
5	Assorted supplies [Stationery and PPE] <ul style="list-style-type: none"> ▪ Pen [1 box of 50] ▪ A5 Shorthand book/Notebook [34 pieces] ▪ Flip chart [2 pieces] ▪ Permanent marker pen, assorted colors [3 dozen] ▪ Masking tape [1 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic folder, clear bag [Nil] ▪ Fabric or surgical facemask [34 pieces] ▪ Hand sanitizer; 60% and above alcohol content, 500ml [3 bottles] ▪ Hand wash soap, liquid, 500ml [2 bottles] 	Lump sum	1		
Sub Total					
Delivery of workshop service for Tonj East Peace Committee Training in Tonj South, Warrap State, 9-18 March 2022					
Item	Description of Items	Unit	Qty	Unit Cost (US\$)	Amount (US\$)
1	Conference hall rental for 10 days; include projector, sound system, flipchart stand and hand wash station (compliant to COVID-19 prevention). Minimum capacity: 25 people	Day	10		
2	Accommodation for 20 persons for 11 nights	Each	220		
3	Dinner (buffet + water) for 20 persons for 11 days	Each	220		
4	Lunch (buffet + water + soda) for 25 persons for 10 days	Each	250		
5	Morning and afternoon tea + snacks (variety) for 25 persons for 10 days	Each	500		
6	Drinking water for 25 persons for 10 days. 3 bottles/glasses per person	Each	750		
7	Assorted supplies [Stationery and PPE] <ul style="list-style-type: none"> ▪ Pen [1 box of 50] ▪ A4 Shorthand book/Notebook [25 pieces] ▪ Flip chart [10 pieces] ▪ Permanent marker pen, assorted colors [20 dozen] ▪ Masking tape [5 Pieces] ▪ Sole tape [1 Piece] 	Lump sum	1		

	<ul style="list-style-type: none"> Plastic folder, clear bag [25 pieces] Fabric or surgical facemask [25x11= 275 pieces] Hand sanitizer; 60% and above alcohol content, 500ml [10 bottles] Hand wash soap, liquid, 500ml [10 bottles] 				
Sub Total					
Delivery of workshop service for Greater Tonj Conference in Tonj South, Warrap State, 21-25 March 2022					
Item	Description of Items	Unit	Qty	Unit Cost (US\$)	Amount (US\$)
1	Morning and afternoon tea + snacks (variety) for 150 persons for 6 days	Day	1800		
Sub Total					
Delivery of workshop service for Peace Committee Training in Tonj South, Warrap State, 25 April -04 May 2022					
Item	Description of Items	Unit	Qty	Unit Cost (US\$)	Amount (US\$)
1	Conference hall rental for 10 days; include projector, sound system, flipchart stand and hand wash station (compliant to COVID-19 prevention). Minimum capacity: 25 people	Day	10		
2	Accommodation for 20 persons for 11 nights	Each	220		
3	Dinner (buffet + water) for 20 persons for 11 days	Each	220		
4	Lunch (buffet + water + soda) for 25 persons for 10 days	Each	250		
5	Morning and afternoon tea + snacks (variety) for 25 persons for 10 days	Each	500		
6	Drinking water for 25 persons for 10 days. 3 bottles/glasses per person	Each	750		
7	Assorted supplies [Stationery and PPE] <ul style="list-style-type: none"> Pen [1 box of 50] A4 Shorthand book/Notebook [25 pieces] Flip chart [10 pieces] Permanent marker pen, assorted colors [20 dozen] Masking tape [5 Pieces] Sole tape [1 Piece] Plastic folder, clear bag [25 pieces] Fabric or surgical facemask [25x11= 275 pieces] 	Lump sum	1		

	<ul style="list-style-type: none"> Hand sanitizer; 60% and above alcohol content, 500ml [10 bottles] Hand wash soap, liquid, 500ml [10 bottles] 				
Sub Total					
Delivery of workshop service for Trauma Awareness Workshop for Tonj East Leaders in Tonj South Town, Warrap State, 23-27 May 2022					
Item	Description of Items	Unit	Qty	Unit Cost (US\$)	Amount (US\$)
1	Conference hall rental for 1 day; include projector, sound system, flipchart stand and hand wash station (compliant to COVID-19 prevention). Minimum capacity: 34 people	Day	5		
2	Accommodation for 33 persons for 6 nights	Each	198		
3	Dinner (buffet + water) for 33 persons for 6 days	Each	198		
4	Lunch (buffet + water + soda) for 35 persons for 5 days	Each	175		
5	Morning and afternoon tea + snacks (variety) for 35 persons for 5 days	Each	350		
6	Drinking water for 35 persons for 5 days. 3 bottles/glasses per person	Each	525		
7	Assorted supplies [Stationery and PPE] <ul style="list-style-type: none"> Pen [1 box of 50] A4 Shorthand book/Notebook [35 pieces] Flip chart [5 pieces] Permanent marker pen, assorted colors [10 dozen] Masking tape [3 Pieces] Sole tape [1 Piece] Plastic folder, clear bag 35] Fabric or surgical facemask [35x6 = 210 pieces] Hand sanitizer; 60% and above alcohol content, 500ml [6 bottles] Hand wash soap, liquid, 500ml [6 bottles] 	Lump sum	1		
Sub Total					
Delivery of workshop service for Peace Committee Training in Tonj North Town, Warrap State, 28 March-09 April 2022					
Item	Description of Items	Unit	Qty	Unit Cost (US\$)	Amount (US\$)
1	Conference hall rental for 10 days; include projector, sound system, flipchart stand and hand wash station (compliant to COVID-19 prevention). Minimum capacity: 25 people	Day	10		

2	Accommodation for 20 persons for 11 nights	Each	220		
3	Dinner (buffet + water) for 20 persons for 11 days	Each	220		
4	Lunch (buffet + water + soda) for 25 persons for 10 days	Each	250		
5	Morning and afternoon tea + snacks (variety) for 25 persons for 10 days	Each	500		
6	Drinking water for 25 persons for 10 days. 3 bottles/glasses per person	Each	750		
7	Assorted supplies [Stationery and PPE] <ul style="list-style-type: none"> ▪ Pen [1 box of 50] ▪ A4 Shorthand book/Notebook [25 pieces] ▪ Flip chart [10 pieces] ▪ Permanent marker pen, assorted colors [20 dozen] ▪ Masking tape [5 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic folder, clear bag [25 pieces] ▪ Fabric or surgical facemask [25x11= 275 pieces] ▪ Hand sanitizer; 60% and above alcohol content, 500ml [10 bottles] ▪ Hand wash soap, liquid, 500ml [10 bottles] 	Lump sum	1		
Sub Total					
Delivery of workshop service for Trauma Awareness Workshop for State Leaders in Gogrial East Town, Warrap State, 28 March 2022					
Item	Description of Items	Unit	Qty	Unit Cost (US\$)	Amount (US\$)
1	Conference hall rental for 1 day; include projector, sound system, flipchart stand and hand wash station (compliant to COVID-19 prevention). Minimum capacity: 34 people	Day	1		
2	Lunch (buffet + water + soda) for 34 persons for 1 day	Each	34		
3	Morning and afternoon tea + snacks (variety) for 34 persons for 1 day	Each	68		
4	Drinking water for 34 persons for 1 days. 3 bottles/glasses per person	Each	102		
5	Assorted supplies [Stationery and PPE] <ul style="list-style-type: none"> ▪ Pen [1 box of 50] ▪ A5 Shorthand book/Notebook [35 pieces] ▪ Flip chart [2 pieces] 	Lump sum	1		

	<ul style="list-style-type: none"> ▪ Permanent marker pen, assorted colors [3 dozen] ▪ Masking tape [1 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic folder, clear bag [Nil] ▪ Fabric or surgical facemask [34 pieces] ▪ Hand sanitizer; 60% and above alcohol content, 500ml [3 bottles] ▪ Hand wash soap, liquid, 500ml [2 bottles] 				
Sub Total					
Delivery of workshop service for Jur River Peace Committee Training in Wau Town, WBeG State, 02-11 May 2022					
Item	Description of Items	Unit	Qty	Unit Cost (US\$)	Amount (US\$)
1	Conference hall rental for 10 days; include projector, sound system, flipchart stand and hand wash station (compliant to COVID-19 prevention). Minimum capacity: 25 people	Day	10		
2	Accommodation for 20 persons for 11 nights	Each	220		
3	Dinner (buffet + water) for 20 persons for 11 days	Each	220		
4	Lunch (buffet + water + soda) for 25 persons for 10 days	Each	250		
5	Morning and afternoon tea + snacks (variety) for 25 persons for 10 days	Each	500		
6	Drinking water for 25 persons for 10 days. 3 bottles/glasses per person	Each	750		
7	Assorted supplies [Stationery and PPE] <ul style="list-style-type: none"> ▪ Pen [1 box of 50] ▪ A4 Shorthand book/Notebook [25 pieces] ▪ Flip chart [10 pieces] ▪ Permanent marker pen, assorted colors [20 dozen] ▪ Masking tape [5 Pieces] ▪ Sole tape [1 Piece] ▪ Plastic folder, clear bag [25 pieces] ▪ Fabric or surgical facemask [25x11= 275 pieces] ▪ Hand sanitizer; 60% and above alcohol content, 500ml [10 bottles] ▪ Hand wash soap, liquid, 500ml [10 bottles] 	Lump sum	1		
Sub Total					
Total Cost LOT 2					

LOT 3: Conference/Catering/Workshop Services in Jonglei & GPAA _ A2J Project

Community Female paralegal training 24th-1st – 3rd March 2022 Akobo East, 14th – 16th March 2022 Akobo West, 4th - 6th April in Jonglei State and 8th – 10th March GPAA.					
S/N	Description of Items	Unit	Qty	Unit Cost (US\$)	Amount (US\$)
A	Training				
1	Hall Hiring (30 pax space) with Public Address and projector	Pc	9		
2	2 Tea with Snacks for 65 participants	Pc	585		
3	1 Buffet lunch for 65 participants	Pc	585		
4	3 Water/day/person for 65 participants	bottle	585		
5	1 Soda for 65 participants.	bottle	585		
	Assorted Stationery for the training:				
1	Flip charts	roll	6		
2	65 pieces of Pens	Pc	65		
3	Notebooks A4 dozens	Dozen	60		
4	Markers packs	Pc	6		
5	Printing Paper	Pc	6		
6	clear bags	Pc	65		
7	Printing of certificates	Pc	65		
8	Boxes (50 pieces) of Face masks	Box	2		
9	Hand sanitizers	Pc	3		
Sub Total					
Training of Police Personnel on Law Enforcement, Professionalism, and Human Rights 14 th -16 th March 2022 in Twic East, 25 th -27 th April 2022 in Bor and 14 th - 16 th March 2022 in Walgak (Akobo County)					
S/N	Description of Items	Unit	Qty	Unit Cost (US\$)	Amount (US\$)
1	Hall Hiring (30 pax space) with Public Address and projector	Pc	9		
2	2 Tea with Snacks for 80 people for 3 days	Pc	480		
3	Buffet lunch for 80 people for 3 days	Pc	480		
4	3 Water/day/person for 80 people for 3 days	bottle	480		
5	Soda for 80 people for 3 days	bottle	480		

	Assorted Stationery:				
1	Flip charts	roll	6		
2	Pens	Pc	90		
3	Notebooks A4 dozens	Pc	7		
4	Markers packs	pck	3		
5	Printing Paper	ream	3		
6	clear bags	Pc	90		
7	Printing of certificates	Pc	90		
8	Face masks	Pc	90		
Sub Total					

Training of Prison Personnel in basics of inmates' custody, professionalism, and human rights 17th - 19th March 2022 in Walgak (Akobo County), 24th -26th March 2022 in Twic East, and 28th-29th April 2022 in Bor					
S/N	Description of Items	Unit	Qty	Unit Cost (US\$)	Amount (US\$)
1	Hall Hiring (30 pax space) with Public Address and projector	Pc	9		
2	2 Tea with Snacks for 80 people for 3 days	Pc	240		
3	Buffet lunch for 80 people for 3 days	Pc	240		
4	3 Water/day/person for 80 people for 3 days	bottle	240		
5	Soda for 80 people for 3 days	bottle	240		
	Assorted Stationery:				
1	Flip charts	Pc	6		
2	Boxes of pens	Box	2		
3	Notebooks A4 dozens	Dozen	4		
4	Markers packs	Pck	3		
5	Printing Paper	ream	3		
6	clear bags	Pc	75		
7	Printing of certificates	Pc	75		
8	Face masks	Pc	75		
Sub Total					
PCRC executive members and convening of meetings and the crime prevention outreaches in Jonglei and Greater Pibor Administrative Area					

S/N	Description of Items	Unit	Qty	Unit Cost (US\$)	Amount (US\$)
B	State Community Policing Board				
1	Hall hire	Pc	5		
2	Water	bottle	125		
3	Soda	bottle	125		
Sub Total					
C	PCRC meetings for 18 PCRCs				
1	Water for 12 pax of the 18 PCRCs	bottle	1080		
2	Soda for 12 pax of the 18 PCRCs	bottle	1080		
3	Masks pack of 50	pck	2		
Sub total					
E	Crime Prevention outreaches for 75 participants				
1	Water		375		
2	Soda		375		
3	Radio talk shows		10		
Sub total					
Sub total					

LOT 4: Conference/Catering/Workshop Services in Yambio _ A2J Project

S/N	Description of Items	Unit	Qty	Unit Cost (US\$)	Amount (US\$)
A	Rule of Law Forums				
1	Venue and conference facilities (3 Forums)	Pc	3		
2	Tea and Snacks (3 Forums, 35 people/Forum)	Pc	105		
3	Water (3 Forums, 35 people/Forum)	bottle	105		
Sub Total					
B	Customary Law Working Group Session (Forum Subcommittee) and CLWG Mapping & Monitoring Committee				
1	Venue and conference facilities (1 session each)	Pc	2		
2	Tea and Snacks (25 pax + 15 pax)	bottle	40		
3	Water (25 pax + 15 pax)	bottle	40		
Sub Total					

C	Rule of Law Outreaches				
1	Water and Soda for 4 Rule of Law Outreaches (100 persons)	bottle	400		
2	Soda	bottle	400		
				Sub Total	
	TOTAL COST				
D	Rule of Law Radio Awareness Sessions				
1	2-hr radio program	hours	2		
				Sub Total	
E	Stationery				
1	Notepad (dozens)	Doz	10		
2	Pens (Pack of 50)	Pck	10		
3	Manila Envelopes (large, pack of 50)	Pck	10		
4	Ream of Paper	ream	10		
5	Hand sanitizers (above 60% alcohol)-500ml	bottle	10		
6	WES Rule of Law Forum Banner	Pc	1		
7	WES CLWG Banner	Pc	1		
				Sub Total	
				GRAND TOTAL COST	

LOT 5: Conference/Catering/Workshop Services in Wau, WBGS _ A2J Project

PCRC Activities in WBGS-Wau. March 2022 to July 2022					
S/N	Description of Items	UoM	Qty	Unit Cost (US\$)	Amount (US\$)
1.	Hall Hiring (60 pax space) with Public Address and projector	Pc	600		
2.	Morning & evening tea with snacks for 60 people for days	Pc	1200		
3.	Lunch for 60 people for 10 days	Pc	600		
4.	3 Water/pax for 60 people for 10 days	Bottle	1800		
5.	Soda for 60 people for 10 days	Bottle	600		
6.	Water for 500 people for 1 Outreach Programme	Bottle	500		
7.	Soda for 500 people for 1 Outreach Programme	Bottle	500		

8.	Public Addressing System with own power	Pc	1		
9.	Radio sensitization programme	Lot	6		
10	Stationery:				
	Notepad (dozens)	Doz	60		
	Pens (Pack of 50)	Pck	50		
	Files (plastic folders)	Pc	60		
	Flip charts	Roll	10		
	Markers	Pck	10		
	Printing Paper	Ream	4		
	Masking tape	Pc	4		
	Face masks (box) of 100	Box	50		
	Alcohol Handwipe	Pc	10		
Sub Total					
GRAND TOTAL COST					

LOT 6: Conference/Catering/Workshop Services in Aweil, NBGS _ A2J Project

catering services for Community Policing activities in Northern Bahr el ghazal Jan-June 2022					
S/N	Description of item	UoM	Qty	Unit Cost (US\$)	Amount (US\$)
1	Venue to accommodate 25 pax in compliance with covid19 MOH guidelines.	Pc	4		
3	Food- buffet comprising local foods	Pc	200		
4	3 bottles of water per pax for 50 people	bottle	600		
5	Morning and evening tea for 50 pax	Pc	50		
6	Soda for PCRC meetings and outreaches	bottle	1500		
7	Water for PCRC meetings and outreaches	bottle	1500		
8	Hire: Tents/chairs/PA and Tents to accommodate 300 people	Pc	5		
	Stationery				
1	Ball Pens	Box	3		
2	Notebooks	Pc	50		
3	Flip Charts	Pc	5		

4	Masking tape	rolls	2		
5	Clear Bags	Pc	50		
6	Markers	Boxes	4		
Sub Total					
GRAND TOTAL COST					

LOT 7: Conference/Catering/Workshop Services in Eastern Equatoria State _ A2J Project

Training of Police Investigators and Prosecutors on Professional Competence before the Court in Kapoeta, Eastern Equatoria State: February - March 2022					
S/N	Description of Items	Unit	Qty	Unit Cost (US\$)	Amount (US\$)
1.	Venue with Public Address and projector	Pc	5		
2.	Soda for 25 people for 5 meetings	bottle	125		
3.	2 Water for 25 people for 5 meetings	bottle	250		
4.	Buffet with water for 25 people for 5 meetings	Pc	125		
5.	2 Teas with snacks for 25 people for 5 meetings	Pc	250		
6	Procurement of Training Certificates	Pc	25		
7.	Notepad (dozens)	doz	10		
8.	Pens (Pack of 50)	pck	2		
9.	Files (plastic folders)	Pc	30		
10.	Flip charts	roll	3		
11.	Markers pack of 10 pcs	pck	3		
12	Masking tape	Pc	2		
13.	Face masks (box)	box	4		
14.	Hand sanitizers - 500ml	Pc	4		
Sub Total					

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 Schedule of Requirements above	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Delivery Term (INCOTERMS) – DAP, Yei Prison, South Sudan	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Lead Time – Immediately upon PO issue	<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.

Other Information:

Estimated weight/volume/dimension of the Consignment:	Click or tap here to enter text.
Country/ies of Origin: <i>(if export licence required this must be submitted if awarded the contract)</i>	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.	
Exact name and address of company Company Name: Click or tap here to enter text. Address: 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.	Authorized Signature: Date: Click or tap here to enter text. Name: 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.