

**REQUEST FOR QUOTATION (RFQ)
RFQ/GED/03/12/2023**

**Supply of 45,000 (Each) Hermetic bags to ZOA
Gedaref Warehouse**

To:	Phone number: of supplier
From: ZOA	Email: of supplier
Date: 3-Dec-23	No. of pages including this page:

REFERENCE:

Subject: RFQ/GED/03/12/2023
Supply of Hermetic bags 45,000 EA to ZOA Gedaref warehouse

Manner of Submission:


Bids to be submitted per e-mail to: fadul.ibrahim@zoa.ngo / abubaker.abdelgader@zoa.ngo
or delivered (in a sealed envelope) to the following address: ZOA Office Gadarif – Hai AlSalamabi

Closing deadline: 12 December.2023 Time: 14:00

Important: Offers transmitted after the deadline or in any other manner than those indicated above will not be considered.

Requirements:

ZOA invites your company to make a firm offer for the following:

#	Item	specification	Samples of hermetic bags	Quantity	Unit Price	Total
1	Hermetics bags	Hermetic bags for crops storages and it is air tight bags with three plastic layers and tied that prevent air/water from getting into the crops stored in them and included logo of EU, GIZ ,+BMZ +ZOA		45,000 Each		
					Sub Total	
					VAT 17% (IF Applicable)	
					Total	
		Delivery time:				

Delivery place: ZOA Gedarif warehouse

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Your offer should clearly indicate:

1. Ex-works unit price
2. Time of delivery: how many days after order
3. Maximum capacity of units delivered
4. Total unit price
5. Total gross/ net weight
6. Confirmed delivery schedule
7. Validity of the offer
8. Detailed specifications (if different from stipulated specifications)
9. Expected payment schedule and/or payment details (bank account information) of supplier
10. Previous experience in delivering this service/goods/works (date, size of order, to whom)
11. Signed ZOA Supplier Code of Conduct
12. Example of the products (for quality comparison) – products will be returned to supplier after the comparison

Information to bidders:

1. This is an obligation free quotation. ZOA reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations which do not comply with our conditions will not be considered.
2. Currency of offer should preferably in **SDG, USD or Euro**, if applicable, the comparison of offers will be based on the prevailing ZOA exchange rate.
3. Payment will be made in **SDG or USD or Euro** based on the offer currency.
4. Payment details will be in the contract.
5. ZOA will not be responsible for any bank service charges.
6. Inspection (at buyer's expense) may be applicable and will be advised at time of purchase order and arranged by ZOA.
7. ZOA does not undertake to pay by letter of credit or in advance of delivery.
8. Goods supplied for (ZOA) should include VAT, final invoice is required.
9. Hand-written, incomplete offers or offers which do not comply with any or our tender conditions will not be considered.
10. There will be liquidated damages equivalent to a deduction of 0.1% per day or part thereof for late deliveries due to default on the part of the suppliers.
11. Environmental policy: (ZOA)'s policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packing, use and disposal of goods form part of (ZOA) evaluation and selection criteria.
12. All vendors doing business with ZOA should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. Please submit a signed version of the ZOA Supplier Code of Conduct with your offer. ZOA reserves the right to reject quotations provided by vendors not meeting these standards.
13. Vendors doing business with ZOA will be screened on anti-corruption due diligence before ZOA confirms an order or contract. By submitting this offer, the supplier agrees that his data may be used for such a screening and that the supplier will be registered in the ZOA ERP software.

Please acknowledge receipt of this enquiry and indicate your interest to bid.

Thank you and regards,

Name: Abubaker Hamid

Position: Senior Logistics & Procurement officer

ZOA - Request for quotation/bid (Hermetic bags-Gedaref)