

## REQUEST FOR QUOTATION (RFQ) RFQ/GED/14/04/2024

**Supply of Hygiene kit to ZOA Gedaref office**

|                 |                                   |
|-----------------|-----------------------------------|
| To:             | Phone number:                     |
| From: ZOA       | Email:                            |
| Date: 15-Apr-24 | No. of pages including this page: |

**REFERENCE:**

Subject: RFQ/GED/14/04/2024

### Supply of Hygiene kit to ZOA Gedaref office

**Manner of Submission:**

Bids to be submitted per e-mail to: [fadul.ibrahim@zoa.ngo](mailto:fadul.ibrahim@zoa.ngo) / [abubaker.abdelgader@zoa.ngo](mailto:abubaker.abdelgader@zoa.ngo)  
Contact phone #: +249 123237060

or delivered (in a sealed envelope) to the following address: ZOA Office Gadarif – Hai AISalamabi

Closing deadline: **21 April.2024 Time: 14:30pm Sudan time**

**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:

| No | Description                                         | Unit | Quantity | Unit Price | Total |
|----|-----------------------------------------------------|------|----------|------------|-------|
| 1  | Jerry can (20 lter) Include ZOA logo                | Pcs  | 300      |            |       |
| 2  | Plastic Bucket (10 liter) with cover<br>ZOA         | Pcs  | 300      |            |       |
| 3  | Stainless steel Cup with handle ( 250 ml) (Size 10) | Pcs  | 1600     |            |       |
| 4  | Toilet Soap bar (125 g) antibacterial               | Pcs  | 4000     |            |       |
| 5  | Laundry soap bar ( 250 g)                           | Pcs  | 4000     |            |       |
| 6  | Saturated mosquito net (double bed size)            | Pcs  | 800      |            |       |
| 7  | Hair Brush with wooden hand                         | Pcs  | 1600     |            |       |
| 8  | Nail Clipper for adults                             | Pcs  | 800      |            |       |
| 9  | Nail Clipper for kids                               | Pcs  | 800      |            |       |
| 10 | Tooth brush (medium stiffness) for Adults           | Pcs  | 2400     |            |       |
| 11 | Tooth brush (medium stiffness) for Kids             | Pcs  | 1600     |            |       |

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|                          |                                                                                               |     |     |  |  |
|--------------------------|-----------------------------------------------------------------------------------------------|-----|-----|--|--|
| 12                       | Tooth paste for adults (big)                                                                  | Pcs | 800 |  |  |
| 13                       | Tooth paste for kids                                                                          | Pcs | 800 |  |  |
| 14                       | Zipped cloth Bag with ZOA tag<br>(30cm width , 35 length with two potent hands ,with Zippers) | Pcs | 800 |  |  |
| Sub Total                |                                                                                               |     |     |  |  |
| VAT 17% ( If applicable) |                                                                                               |     |     |  |  |
| TOTAL                    |                                                                                               |     |     |  |  |

- **Delivery date :** \_\_\_\_\_

**Required documentation:**

- 1- VAT registration.
- 2- Company registration.
- 3- Bank account

**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                                                       |

**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 or USD**, if applicable, the comparison of offers will be based on the prevailing ZOA exchange rate.
3. Payment will be made in **SDG or USD** 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.

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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