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| --- | --- | --- | --- |
| **Buyer Name: DT Global Sudan TEPS** | **Ship To Name: DT Global Sudan TEPS** | **Vendor Name:** | **Business Size:** |
| Telephone: +249 900901437  Email: b ushra.badri@aisudan.com  Location: 114 Block 21, Riyadh, P.O. Box 77052, 11123, Khartoum, Sudan | Attention: Procurement Department  Address: 114 Block 21, Riyadh  City/State/Zip: P.O. Box 77052, 11123 Khartoum, Sudan  Telephone: +249 916677799 | Attention:  Address:  City/State/Zip:  Telephone:  Fax:  Email: | |

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| **Issue Date:** | **December 21st, 2022** |  | **Required Delivery Date** |  | **Commercial Item:** | ☒ Yes | ☐ No |
| **Quote Due Date:** | **January 4th, 2023** |  | **Two Weeks maximum after signing of PO** |  | **Payment Terms:** | **Cheque after full delivery** | |
| **Quote Valid Until:** | **30 days after receipt** |  |  | **Freight on Board: DDP** | ☐ Origin | ☒ Destination |
| **Request Date:** | **For any questions – December 22nd, 2022** |  |  |  |  |  |

**Requirements:**

**Furniture-Support Establishment of libraries in nine University peace centers**

**(Al-Gineyna, Nyala, Al-Dien, Al-Fashir, Zalingey, Al-Gadarif, Kassala, Port-Sudan and Al-Fula)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Offeror’s Name, Title, Signature, Stamp (if available) Date

**Instructions to Offerors:**

* **Submission Deadline:** Final submissions will be due no later than**, January 4th, 2023 at 3:00 PM**; **15:00** hours **Sudan Time, submission** to Bushra.badri@aisudan.com by email submission.
* **Question & Answers**: Questions regarding the RFQ No. TEPS-2023-008 shall be submitted to Bushra.badri@aisudan.com no later than **December 22nd, 2022, 3:00 PM; 1500** hours **(Sudan Time)**. Answers to questions will be distributed via email to all interested parties within 24-48 hours after the question deadline.

Please reference the RFQ number in any response to this RFQ. Offers received after this time and date will be considered late and will not be considered.

DT Global will not respond to questions pertaining to this RFQ over the phone. DT Global will not in any way assist Offerors in preparing their bids nor reimburse any bid preparation costs incurred by the Offeror.

**Procurement Ethics**

Neither payment nor preference shall be made by either the Offeror, or by any TEPS staff member, to affect the results of the award. TEPS treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and TEPS employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the TEPS staff may report violations to the ethics and compliance anonymous via email to [ethics@aisudan.com.](mailto:%20ethics@aisudan.com.%20)  TEPS ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror’s participation in this, and all future procurements. Violators will be reported to USAID, and as a result, may be reported to the relevant U.S. government agencies to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

**Mandatory Submission Requirements:**

1. Official quotation, including specifications of offered equipment (see illustrative specifications table for template)
2. Valid copy of Business Registration Certificate or License

This request for quote does not constitute an order. Buyer will not pay offer preparation costs. Buyer may accept other than the lowest priced offer based on trade-offs between cost and quality or to further its socioeconomic programs. Buyer reserves the right to reject offers (a) received after the date and time specified, (b) not responsive to the solicitation, (c) with unbalanced line item pricing, or (d) from vendors restricted from doing business with the U.S. Government.

Notwithstanding the terms of this Request for Quote/Proposal, offeror acknowledges that DT Global reserves the right to reject any or all Quotes/Proposals for whatever reason DT Global determines, in its sole discretion, to be in its best interests.  Offeror further acknowledges that DT Global may for whatever reason waive any or all formalities and terms of this Request for Quote/Proposal and that nothing in the terms of this Request for Quote/Proposal shall give rise to any claim or cause of action, including without limitation any claim for breach of implied-in-fact contract to treat Quotes/Proposals in accordance with the terms herein.

**Background:**

DT Global is currently implementing the USAID-funded Toward Enduring Peace in Sudan (TEPS) project to support Sudan’s transition to an increasingly peaceful, democratic, and resilient country for all. In support of project implementation activities, TEPS requires the purchase and supply of school furniture (Student desk, Student seat, Teacher office table, Teacher office cupboard, Teacher office cupboard, Teacher office chairs, Blackboard)

**Description of Scope:**

The purpose of this Request for Quotations (RFQ) is to solicit quotations from eligible suppliers for these items, to be delivered within a 1-6 week(s) timeline to field sites in Sudan. TEPS anticipates issuing a fixed price Purchase Order (PO) for the commodity items listed in the specification requirements. DT Global reserves the right to award this subcontract to one or more subcontractors, or not award the subcontract at all. The subcontractor must possess all required business licenses, registrations, and documentation.

**Source/Nationality/Manufacture**:

All goods and services offered in response to this RFQ or supplied under any resulting award must meet USAID Geographic **Code 937** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](http://www.gpo.gov/fdsys/pkg/CFR-2012-title22-vol1/pdf/CFR-2012-title22-vol1-part228.pdf). The cooperating country for this RFQ is Sudan.

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following **prohibited countries: Cuba, Iran, North Korea, and Syria.**

**Evaluation and Award of Proposals:**

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the submission requirements, and meets or exceeds the minimum required technical specifications. This procurement will be evaluated based on a lowest-price, technically acceptable basis. The relative importance of each individual criterion is indicated by the number of points below:

* **Best value for money (Quality, delivery, cost)**
* **Adhering to the exact specifications mentioned (matching the requirements)**
* **Kindly provide pictures of each proposed item in the Performa Invoice.**
* **Warranty/After-Sales Service –: Length of warranty and after sale services.**

**Specifications Requirements:**

*The office furniture below contains illustrative specification requirements of the commodities/services. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this table and submit a signed/stamped version to TEPS.*

*Table (1)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Item** | **Description/Condition** | **QTY** | **Unit Price (SDG)** | **Total Amount (SDG)** |
| 1 | Tables | **Wooden Office desk small size diameters (120\*60\*75 cm) with iron/steel legs**  **Fixed drawers 3**  **Color brown (light/dark)**  **Kindly provide picture** | 45 |  |  |
| 2 | Office chairs | **Office chair steel legs with wheels** (Medium back swivel chair mesh with hand rest) black color with no headrest.  **Kindly provide picture** | 180 |  |  |
| 3 | Meeting table | **6\*2 meter (easy to assemble)**  **Wooden**  **Only table without chairs**  **Color brown(light/dark)**  **Kindly provide picture** | 9 |  |  |
| 4 | File cabinet | **Steel office file cabinet with 4 drawers**  **Color of white or beige**  **Kindly provide picture** | 18 |  |  |
| 5 | Book shelves | **Fixed stands with 4 shelves**  **(Height of 2 meters & width of 90 cm, depth of 30cm). Steel**  **Kindly provide picture** | 9 |  |  |
|  |  |  |  | **Grand Total** |  |

**Terms & Conditions**

* Delivery time (after receipt of order): \_\_**Fourteen**\_\_\_\_\_\_calendar days
* Length of warranty on offered equipment:  **ONE YEAR**      Months/Years.
* Location of service center(s) for after-sales service, including warranty repair (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Payment terms: **Cheque with the name of the Perfoma invoice, after full delivery of above furniture to DT Global Khartoum Office**.
* Retention terms:
* Insurance coverage to all activities:
* Quality of items provided according to:
* DT Global will provide exemptions

**Delivery Instructions:**

|  |  |
| --- | --- |
| Delivery Term  [INCOTERMS 2010]  *(Pls. link this to price schedule)* | DDP to destinations specified in address below |
| Exact Address of Delivery/Installation Location | Address: 114 Block 21, Riyadh Khartoum, Sudan |
| Mode of Transport Preferred | Up to the contractor to decide so long as delivery date is met |
| Delivery Date | **14 days after signing PO** |
| Customs, if needed, clearing shall be done by: | ☒ Supplier |
| Inspection upon delivery | ☒ DT Global shall inspect the equipment on receipt at destination.  ☒ If the equipment fails to meet the contract specifications, the Supplier shall take immediate steps to remedy the deficiency or replace the entire defective equipment at their own cost to the specified specification. |
| Installation Requirements | ☒ |
| Technical Support Requirements | Yes, by supplier |
| Packing and Labeling Requirements |  |
| Conditions for Release of Payment | ☒ Written Acceptance of Goods based on full compliance with RFQ requirements |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | ☒ English |