

REQUEST FOR QUOTATION (RFQ) Negotiated procedure / tender

Supply, Delivery and Installation of Machinery

To: All interested Bidders	Phone number: N/A
From: ZOA Sudan	Email: All Bidders
Date: 12-Sep-24	No. of pages including this page: 10

REFERENCE: PRF-GEDARIF-05-01

Subject: (RFQ for Supply, delivery and installation of Machinery)

Manner of Submission:

Bids to be submitted per e-mail to: (abubakr.gadallah@zoa.ngo)

or delivered in a sealed envelope to the following address: ZOA Office, House No.412, Hai Almufargaat, Gedaref, Sudan

Closing deadline: Thursday, 19 September, 2024

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 lots, interested bidders may apply for one lot, or all lots, offers and technical specifications and data sheet if applicable for the offered brands should be sent in a separate envelope per lot, **interested bidders should send in their company profile, registration, TAX and VAT certificate, financial capacity (bank reference letter or bank statement for the past 3 years) and a list of at least 3 previous similar experience per the lot you are interested in stating the description, amounts and a reference to each client,**

If you failed to submit the above-mentioned prequalification documents, you may not be considered for further evaluation.

#	Item	Unit/ description	Quantity	Unit cost	Total cost
LOT1	Local Machinery such as peen peeler, Been Grinder, Been Roaster, etc, as per attached annex 1.1	See attached annex1.1	12		
LOT2	Thresher and wide level Disc as per attached	See attached annex1.2	3		
Total (VAT excluded)					
17% VAT (if applicable)					
Grand Total					
Delivery Time:					

Delivery place:

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The cost of transportation shall be calculated based on the following 6 location in Gadaref State as follows:

No	items	Location
1	Been peeler +Been grinder+ Been roaster +Been pod قشاره +حماصه +نفاضه +مفرمه	كوم شتا –القلابات الغربيه Alruwad network - Kom shita, alglabat west, Gedaref
2	Been peeler +Been grinder+ Been roaster +oil press قشاره+حماصه+مفرمه+معصره	ودضعيف – القلابات الغربيه Alwefage network - Wad daeef Abu baker – Wad daeef, Alglabat west, Gedaref
3	Been peeler +Been grinder قشاره+مفرمه	ود السنوسي –القلابات الغربيه Selsibila - Wd alsonisi, Alglabat west, Gedaref
4	Been peeler +oil press قشاره +معصره	مهله -القلابات الشرقيه- Mahal network – Mahala, East Glabat, Gedaref
5	oil press معصره	دوكه - القلابات الشرقيه Altawasul – Doka, East Glabat, Gedaref
#	Local Bean Peeler (4) Local Oil press (3) Local Bean Roster (2) Local Bean Pod (1) Bean grinder (3)	الجمله Total 13 PCS

For full delivery and installation information, please see annex 2 attached.

Your offer should clearly indicate:

1. Ex-works unit price
2. Transport cost up to delivery place: by air, sea, land (as applicable)
3. Time of delivery: Please indicate your earliest delivery period, this period should not exceed 15 working days from reception of the confirmed PO including installation.
4. Maximum capacity of units delivered
5. Total unit price
6. Prices should be net after deduction of discounts
7. Total gross/ net weight
8. Total cubic dimensions
9. Confirmed delivery schedule
10. Validity of the offer: Validity of the offer should not be less than 15 working days
11. Defects liability and guarantee period
12. Detailed specifications (if different from stipulated specifications)
13. Place of manufacture and country of origin (relevant for US govt funded projects)
14. Brand of manufacture

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15. Expected payment schedule and/or payment details (bank account information) of supplier: payment will be made during 7 working days after delivery and submission of final invoice and reception note.
16. Name of key staff involved in providing the service
17. Previous experience in delivering this service/goods/works (date, size of order, to whom)
18. Signed ZOA Supplier Code of Conduct
19. Example of the products (for quality comparison) – ZOA may request for a site check for stock availability and sample of the offered products.

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 the offer should preferably be in SDG, USD if applicable, the comparison will be made using the prevailing ZOA exchange rate, any supplier wishes to quote in USD should possess a USD account with the company name (this account should be shared in your offer), otherwise, the payment will be made in SDG using ZOA prevailing exchange rate.**
3. Payment will be made in **USD or SDG** based on your offered currency and the instruction in clause No. 2 above.
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 of 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: Abubakr Gadallah

Position: Procurement Office