**REQUEST FOR QUOTATIONs (RFQ)**

**Date: December 8th ,2024 Ref No.: FY24-RFQ-00PUZ1**

**Supplier/Service Provider: ……………………………………………………………………………………………………………..**

|  |  |
| --- | --- |
| **RFQ launch date:** | **December 8th ,2024**  |
| **Deadline for quotation submission:** | **December 10th ,2024**  |
| **Quotation submitted to:** | **Tel: +249 (0) 183 231 905 / 6****Mobile: +249(0)** **900905225**Ahmed.Ibrahim@plan-international.org |
| **Purchase Requisition Number** | PR24/0000 |

Plan international **Sudan** invites you to submit a quote in accordance with the requirement of the request for quotation. Quotes must be received by **Country Office- Block 4, Building#325 Al Matar Area, Port Sudan. Box: 528, Sudan** in no less than the date stated above for the following items:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Description** | **QTY** | **UOM** | **Unit price**  | **Total price** | **Delivery location**  |
| 1 | Female Underwear medium size | 900 | Pcs  |  |  |  Port Sudan  |
| 2 | Sanitary Napkins, pack content 9 pcs  | 600 | Package  |  |  |
| 3 | Bath Soap- lifebuoy  | 600 | Pcs  |  |  |
| 4 | Landry Soap 200 grams | 600 | Pcs  |  |  |
| 5 | Tooth Paste good quality 125ml  | 300 | Pcs  |  |  |  |
| 6 | Tooth Brush good quality | 300 | Pcs  |  |  |  |
| 7 | Washing Powder Oxi , weight1 kg | 300 | Kg  |  |  |  |
| 8 | Nail Clipper and Slipper | 300 | Pcs  |  |  |  |
| 9 | Torch / Flashlight (solar brand)  | 300 | Pcs  |  |  |  |

***[******Please attach specifications and/or terms of reference for the goods/services to be procured.]***

**Requirements**

|  |  |
| --- | --- |
| Documents | * [Renewed Business License, VAT or Tax Registration]
 |
| Quotations | * If the items on this request are not in stock, please indicate on this form when the items would be available.
* Indicate on the quotation if the prices provided are inclusive of tax.
 |
| Delivery Terms and Costs | * 100% After delivery
 |
| Delivery location  | * Port Sudan
 |
| Payment Terms  | * Please indicate if payment will have to be made upon delivery/ on Credit/ in Advance/ other
 |

**Evaluation of Quotes**

Plan International, at its sole discretion, will select the successful Bidder.

Plan international shall be free to:

* Accept the whole, or part only, of any submission
* Accept none of the proposals
* Republish this Request for Quotations

Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the.

Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply.

Value for money is very important to Plan International, as every additional £ saved is money that we can use on our humanitarian and development work throughout the world.

Plan International may award multiple contracts and all contracts will be non-exclusive.

**Payment Terms**

Please note that, if successful, Plan International’s standard terms of payment are 10 days after the end of the month of receipt of invoice, or after delivery of the order, if later.

**Plan International’s Principles**

The supplier must ensure compliance to Plan International’s Non-Staff Code of Conduct.

**Clarifications**

Invited companies must ensure that their offer is complete and meets Plan International’s requirements. Failure to comply may lead to the offer being rejected. Please therefore ensure that you read this document carefully and answer fully all questions asked.

If you have any queries in relation to your submission, or to any requirements of this tender, please contact us on the address provided on the first page of this RFQ document.

Thank you for your quotation.

|  |  |  |
| --- | --- | --- |
| **Plan International Representative** |  | **Supplier Representative** |
| **Name** | **Ahmed Mohamed** |  | **Name** |  |
| **Title** | **Supply Chain Lead** |  | **Title** |  |
| **Signature** |  |  | **Signature** |  |
| **Date** | **December 8th ,2024**  |  | **Date** |  |