#### African Union

### **Request for Quotations**

**SUPPLY AND DELIVERY OF STATIONERY FOR TRAININGS TO MHQ IN MOGADISHU IN 2024**

To: MANAGER

Date: 2nd June 2024

The African Union Mission in Somalia invites you to submit your quotation for the services described herein. Partial Quotations may be rejected, and the Purchaser reserves the right to award a contract for selected items only. Any resulting order shall be subject to the General Conditions of Contract for Purchase Orders (attached) except where modified by this Request for Quotations (RFQ).

**Section A: Request for Quotation:**

1. Description of the services: **SUPPLY AND DELIVERY OF STATIONERY FOR TRAININGS TO MHQ IN MOGADISHU IN 2024**
2. Currency of Quotation: **USD**
3. Quotations should be based on:

Quotations should be based on for companies supplying from within the Country specified for delivery– insured and delivered to **MHQ – Somalia or** for companies supplying from outside the Country specified for delivery; DDP to MHQ **SOMALIA.**

1. The delivery period required is 14 days from date of order/Contract Award.
2. Quotations must be valid for 90 Days from the **RETURN BY DATE** given below.
3. The warranty/guarantee offered shall be a minimum of 12 (Twelve) months where applicable.
4. Quotations and supporting documents as specified in Section B must be marked with the Procurement Number above and indicate your acceptance of the terms and conditions.
5. Quotations must be received, in sealed envelopes strictly not later than: **16th June 2024 at 15:00 Hrs.**
6. Quotations (including Samples) returned in hard copies strictly to **the CIMIC Officer at Airport Gate or T Junction MIA** **Somalia. Ensure to attach the following documents to your quotation: -**

* Company Registration Certificates in Somalia
* Tax Payment/Compliance Certificate from Ministry of Finance
* Memorandum of Association showing shareholders of the company
* Bank Account Statement for 2024
* Company profile.
* Evidence of having performed similar contracts (Email and Phone References to be provided)
* **Photos for ALL items.**

1. The attached Schedule of Requirements at Section C and Technical Data at Section D detail the items to be purchased. You are requested to quote your delivered price for these items by completing and returning Sections B, C and D in a sealed envelope stated above marked with your name and the Procurement Number.
2. Quotations that are responsive, qualified, and technically compliant will be ranked according to price. Award of Contract will be made to the lowest priced quotation by the issue of a Purchase Order.
3. Payments will be made in accordance with any resulting order within thirty (30) days of receipt of an invoice supported by a delivery receipt or dispatch documentation, and subject to issue of a satisfactory inspection report.

Signed: ………………………………… Name………………………………………

Title/Position: …………………………………

For and on behalf of the Purchaser

Your quotation is to be returned on this Form by completing and returning Sections B, C and D including any other information/certification required within this RFQ.

**Section B: Quotation Details**

1. Currency of Quotation: ………….

Delivery period offered: ………… days/weeks/months from date of Purchase Order.

1. The validity period of this Quotation is: …… days from the **RETURN BY DATE**.
2. Warranty period (where applicable): ……………………... Months.
3. We enclose the following document(s) as required by the Purchaser:

…………………………………….

…………………………………….

……………………………………

1. We confirm that our quotation is subject to the African Union General Conditions of Contract for Purchase Orders and is based on the terms and conditions stated in your Request for Quotations referenced above.
2. We confirm that the prices quoted are fixed for the duration of the validity period and will not be subject to revision or variation.

**Authorised By:**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Position: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Authorised for and on behalf of: | |  |  |
| Company: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

Registered Address: ………………………………………………………………………………………….

……………………………………………………………………………………….…

…………………………………………………………………………………….........

**If any additional documentation is attached, a signature and authorisation at Sections B, C and D is still required as confirmation that the terms and conditions of this RFQ prevail over any attachments. If the Quotation is not authorised in Sections B, C and D the quotation may be rejected.**

**Section C: Schedule of Requirements (to be priced by Bidder)**

**PRICE LIST FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR TRAININGS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DESCRIPTION** | **UNIT** | **QTY** | **Unit Cost USD** | **Amount USD** |
| A5 spiral Notebooks | Pieces | 1960 |  |  |
| Assorted pens (Black, Red, Blue) | Pieces | 2800 |  |  |
| Flip Chart Stands | Pieces | 56 |  |  |
| Masking Tapes 4inch wide | Pieces | 672 |  |  |
| Whiteboard Markers (Assorted Colours) | Pieces | 2016 |  |  |
| Permanent Markers (Assorted Colours) | Pieces | 672 |  |  |
| Envelopes A4 Brown | Pieces | 3360 |  |  |
| Printing paper, A4, 80gsm (Ream of 500pieces) | Reams | 56 |  |  |
| Flip Chart papers (Package of 50 pages each) | Package | 168 |  |  |
| Certificate Cards A4 Cream colour - Reams of 50pieces | Reams | 56 |  |  |
| PP Premium Disposal Face Masks (Box of 50pieces) | Packets | 2 |  |  |
| Hand Sanitiser Gel (1 Litre Bottles) | Bottles | 2 |  |  |
| Total Cost (US$) | | |  |  |

Quantities to be delivered may be adjusted due to budget constraints. Delivery of items shall be from time to time as training is required.

**Authorised By:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Position: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Authorised for and on behalf of: | | |  | *(DD/MM/YY)* |
| Company: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

**Section D: Technical Data (ATTACHED SEPARATELY)**

**Vendors are required to give Detailed Catalogues for all items; all documents must be signed and stamped.**

|  |  |
| --- | --- |
| **Item No** | **Technical Data** |
|  | see attached specifications |
| 1 | SPECIFICATIONS AND PHOTOS ARE ALSO PROVIDED AS PART OF THE RFQ |
| 2 |  |
|  |  |
|  |  |

***We confirm that we comply with the technical requirements as detailed above.***

**Authorised By:**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Position: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Authorised for and on behalf of: | |  | *(DD/MM/YY)* |
| Company: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |