

# Save Somali Women & Children (SSWC)

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## Request for Quotation Guidelines

We kindly request you to submit your quotation price for **NFI Kits – 2700** as detailed in the Annex 1 attached.

### Contact person for inquires

<b>Abdirisak Mohamed Abdikadir</b>	Contact #: 615337874
	Email: <a href="mailto:abdi_sswc@yahoo.com">abdi_sswc@yahoo.com</a> , <a href="mailto:Abdirisak@sswc-som.org">Abdirisak@sswc-som.org</a>
	Address: Km5, Behind Hotel Shamo, Wadajir District, Mogadishu Somalia

### When preparing your quotation, please be guided by the details below

Instruction to the supplier	Explanation
<b>Deadline for the Submission of Quotation</b>	COB, Sunday, 7 <sup>th</sup> January 2024
<b>All documentations, including catalogs, instructions and operating manuals, shall be.</b>	English language
<b>Documents to be submitted</b>	<input checked="" type="checkbox"/> Company Profile; <input checked="" type="checkbox"/> list of requirements in Annex 1; <input checked="" type="checkbox"/> Registration Certificate <input checked="" type="checkbox"/> Bank Statement minimum 6 months
<b>Payment Terms</b>	<input checked="" type="checkbox"/> Payment will be made after the delivery of the items indicated in the list of RFQ <input checked="" type="checkbox"/> payment procedure takes maximum of 2 weeks
<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
<b>Type of Contract to be Signed</b>	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract / Agreement
<b>Notifications and Deliveries:</b>	Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ. The Seller shall immediately contact SSWC Procurement team if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties
<b>Inspection Process:</b>	Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.

<b>Criteria for the selection</b>	SSWC selection of suppliers/vendor is based on the criteria below <ul style="list-style-type: none"> <li>• Pricing (40%)</li> <li>• Capacity/Commitment (30 %)</li> <li>• Quality /Service (25 %)</li> <li>• Coverage (5%)</li> </ul>
<b>Award Notice.</b>	A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party

## Annex 1

### REQUEST FOR QUOTATION(RFQ)

Please indicate here the prices including taxes you are offering to Save Somali women and Children as part of this contract, including the currency.

#### SECTION 1:- Office Contact Details

<b>Contact Name</b>	<b>Abdirisak Mohamed Abdikadir</b>	<b>Email Address</b>	<a href="mailto:abdi_sswc@yahoo.com">abdi_sswc@yahoo.com</a> , <a href="mailto:Abdirisak@sswc-som.org">Abdirisak@sswc-som.org</a>
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<b>RFQ Request Date</b>	<b>18<sup>th</sup> December 2023</b>	<b>RFQ Submission Date</b>	<b>7<sup>th</sup> January 2024</b>
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#### Section 2: PRICING SCHEDULE

Please indicate here the prices including taxes and delivery, you are offering to Save Somali women and children (SSWC). PLEASE CONSIDER THE SPECIFICATION OF THE ITEMS REQUIRED.

#	Description of items	Units	No of Units	Unit Price (USD)	Total Price (USD)	Lead time availability( No of days)
	<b>NFI</b>					
1.	Plastic sheet	pcs	8100			
2.	Blanket	packets	8100			
3.	Sleeping mat	pcs	5400			
4.	Kitchen set	pcs	2700			
5.	Mosquito net	pcs	2700			
6.	Solar lamp	pcs	2700			
7.	Jerry cans	pcs	5400			
<b>Total Amount in (USD)</b>						

**Pricing Instructions:**

1. State the rates and prices in USD unless instructed otherwise in the quotation conditions.
2. Include in the rates, prices, and the quoted total of the prices (if any) all duties, taxes (except Value Added Tax (VAT)), and other levies payable by the successful supplier, such duties, taxes and levies being those applicable 2 days before the closing time stated in the General Quotation Information.
3. All prices quoted must include all expenses, disbursements and costs (e.g. transport, packaging etc.) that may be required for the execution of the supplier’s obligations in terms of the Contract, and shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract as well as overhead charges.
4. All prices shall be quoted in accordance with the units specified in this schedule.
5. Where a value is given in the Quantity column, a Rate and Price (the product of the Quantity and Rate) is required to be inserted in the relevant columns.
6. The successful supplier is required to perform all tasks listed against each item. The supplier must therefore submit prices/rates on all items as per the section in the Price Schedule.

**SECTION 3: DELIVERY**

<b>SSWC Delivery Requirements:</b>	
<b>Delivery time</b>	Bidder shall deliver/be ready for <b>15-20 days</b> .
<b>Delivery address</b>	SSWC office in Mogadishu Somalia or call 0615337874

**SECTION 4: Company Contact details**

<b>Company Name:</b>	
<b>Name of Company Representative:</b>	
<b>Email of Company Representative:</b>	

<b>Telephone (Mobile):</b>  <b>Telephone(landline)</b>	
<b>Company type</b>	
<b>Physical Address of the company</b>	Permanent address:

- By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.
- We confirm price validity for 90 (Ninety) days from date of closing of RFQ.

\_\_\_\_\_  
**Signature:**

\_\_\_\_\_  
**Print Name**  
**On behalf of the supplier (duly authorized)**

\_\_\_\_\_  
**Date**