

Address: - Arua One Youth Stop Center, Enyau Road, Arua City

P.O.BOX 11406, Kampala

Email: procurement@amaniinitiative.org
Website: www.amaniinitiative.org

**REQUEST FOR QUOTATIONS
(PRE QUALIFICATION OF SUPPLIERS FOR FY2023- FY2025)**

RFQ N° AMANI/PRE/RFQ/2022/0001

Dear Sir/Madam,

Amani Initiative hereby solicits suppliers to submit quotations for the following items in line with a prequalification exercise for the fy2023- fy2025:

LOT	Product/Service Category	Description of Items	Description of Items to estimate financial quote ¹
001	Stationery	Exercise Books	10 dozen of 96 pages
		Markers	1 box of markers
		Masking tapes	10 medium size
		Box files	10 box files
		Note books	10 note books
		Pens	1 box of pens
		Calendars	A3 (6 pages)- 500 copies
		Document file folders	Branded document file folders- 500 copies
002	Printing and Photocopying	Round neck t-shirts	20 round neck t-shirts (2 logos printed with advocacy message at back)
		Collar t-shirts	20 collar t-shirts with 1 logo embroidered and advocacy message at back
		Corporate shirt	20 collar shirts with 1 logo embroidered
		Pull up banners	1 pull up banner with a wide base
		Feather banners	1
		Wall banner	120 * 80 cm banner
		Printing	100 pages (black and white)
		Photocopying	100 pages (black and white)
		Binding	50 page booklet
		Certificates	A4 certificates- 50 pieces
003	External Auditing Services	External Audit Services	
004	Hotel and Accommodation Services	Venue Hire	100 people sitting capacity
		Breakfast	50 people
		Lunch	50 people
		Water	50 people
	Accommodation (full board)	1 night inclusive of bed and breakfast	
005	Equipment	Printers and Photocopiers	Hp Laser Printer Mfp 227sdn - White
		Laptop and accessories	Core i5 brand new
		Desktop and accessories	Core i5 brand new
		Motorcycle	Yamaha
		Bicycle	
	Camera	Canon Digital Camera PowerShot SX530HS 50x Optical Zoom	

¹ Please note at the stage of pre-qualification the price quoted is a basis for selection and should not change by +/- 10% in case of future related engagements for suppliers that are prequalified.

006	Furniture and Fittings	Office desk (normal- wooden)	20 office desks
		Office desk (executive)	5 executive office desks
		Office arm chair	5 office arm chairs
		Office plastic chair	20 plastic chairs
		Office wooden cupboard	1 metallic cupboard (200*50 cm)
		Office metallic cupboard	1 metallic cupboard (200*50 cm)
		Office shared workspace	1 with seating capacity of 4 people.
007	Videography, photography and documentation	Photography and Videography services in district	Services for 1 day to produce a 10 minute documentary from community voices.
		Photography and Videography services upcountry.	Services for 1 day to produce a 10 minute documentary from community voices
008	Car hire services	In district car hire	Daily rate inclusive of driver but excluding fuel
		Upcountry car hire	Daily rate inclusive of driver but excluding fuel

This Request for Quotation is open to all legally-constituted companies that can provide the requested products and have legal capacity to deliver in Uganda.

I. About Amani Initiative

Amani Initiative is a Ugandan Non-Governmental organization founded in 2011 to prevent and respond to harmful practices and barriers against children and women through low-cost high impact community led interventions with a focus on education, socioeconomic empowerment, child protection, sexual, child and maternal health.

To read more about Amani Initiative, please go to: www.amaniinitiative.org

II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Name of Contact Person at Amani Initiative	Ms. Nakamanya Moureen
Email address of contact person	procurement@amaniinitiative.org

The deadline for submission of questions is **Friday 30th September 2022, 5:00pm, East African Time.** Questions will be answered in writing and shared with all parties as soon as possible after this deadline.

III. Content of quotations

Quotations should be submitted in a single e-mail or hard copy document whenever possible, depending on file size.

Quotations must contain:

- Description of the item/s requested
- Price quotation and, to be submitted strictly in accordance with Price Quotation Form.
- Trading license of the supplier. (mandatory)
- Tax Identification Certificate of Supplier (if available)

Both parts of the quotation must be signed by the company's relevant authority and submitted in PDF format (email submissions) or hard copy in a sealed envelope clearly marked with RFQ number.

IV. Instructions for submission

Based on the guidelines set forth in Section III above, have to be sent by e-mail to the contact person indicated below no later than : **Friday 30Th September 2022, 5:00pm, East African Time.**

Name of Contact Person at Amani Initiative	Ms. Nakamanya Moureen
Telephone Number	procurement@amaniwest Nile.org
Email address of contact person	+256 751271415

Hardcopy submission can be made at our physical offices in Maracha and Arua Districts with details as below between 10am- 4:00pm from Monday to Friday :-

	Arua City	Maracha District
Location	Arua Youth One Stop Centre, Eruba Road Arua City	Drivers Corner Building- Nyadri Maracha Town Council
Telephone Number	0781581403/0772878642	0789758508/0779204829

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° AMANI/PRE/RFQ/2022/0001/LOT NO.**
 - [Title of the RFQ process as indicated above].** Quotation that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **10 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- All submissions should be made before the deadline to be accepted.

Please note the following guidelines for hard copy submissions:

- The following reference must be included on a sealed bid envelope with supporting documents: **RFQ N° AMANI/PRE/RFQ/2022/0001/LOT NO.**
- All submissions should be made before the deadline to be accepted.

U. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (price quote).

VI. Award

Amani Initiative shall select between 3- 5 suppliers per lot to be included in our list of pre-qualified service providers for the financial years 2023- 2025. The selected suppliers will be engaged further wherever there is need for their services/products within the provided period.

If your offer is selected we may ask you to submit additional documents to be sent to our Procurement Team for approval like: product sample, license, country of origin and product brochures.

VII. Right to Vary Requirements at Time of Award

Amani Initiative reserves the right at the time of award of Contract to increase or decrease by up to 20% the volume of goods specified in this RFQ without any change in unit prices or other terms and conditions.

IX. Fraud and Corruption

Amani Initiative is committed to preventing, identifying, and addressing all acts of fraud against Amani Initiative, as well as against third parties involved in Amani Initiative activities. Amani Initiative's Policy regarding fraud and corruption policy. Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Head of Finance/Administration of Amani Initiative as well as with any other oversight entity authorized by the Team Leader of Amani Initiative.

Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow Amani Initiative to repudiate and terminate the contract, and to debar and remove the supplier from Amani Initiative's list of registered suppliers. Any fraud needs to be immediately reported to whistleblowing@amaniinitiative.org

X. Zero Tolerance

Amani Initiative has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to Amani Initiative personnel.

XI. RFQ Protest

Bidder(s) perceiving that they have been unjustly treated in connection with the solicitation or award of a contract may submit a complaint directly to the Head of Finance/Administration at info@amaniinitiative.org

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the Amani Initiative Head of Finance/Administration to info@amaniinitiative.org

Should the supplier be unsatisfied with the reply provided by the Amani Initiative Head of Finance/Administration, the supplier may contact the Team Leader at nixon@amaniinitiative.org

XII. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).