

REQUEST FOR QUOTATION.

Reference No: RFQ-TOCH-TJO-25-TSS-025			
Vendor Name:		Head Office	
Vendor Address:		Plot No. 763, Referendum Block C, Bilpham-Mangateen Road, Opposite St. Lawrence Academy-Primary Complex.	
Vendor Acct:		P.O. BOX 351, Juba, South Sudan	
Bank Name		Procurement focal point: Marko Mayar Ngong	
Name of Contact Person		Tel: +211915554165/211924243335 Email: marko.mayar@toch-ss.org , tenders@toch-ss.org , william.wek@toch-ss.org	
Telephone Number:		www.toch-ss.org , info@toch-ss.org	
Vendor Email:		Opening date	7th Nov. 2025
		End date	13th Nov. 2025

1. Background

The Organization for Children Harmony (TOCH) is a South Sudan National Child Focus Non-Governmental Organization established in 2008. The Organization is legally registered with the Ministry of Justice and with the South Sudan Relief and Rehabilitation Commission (SSRRC), with different offices and a number of interventions running in different Counties of Warrap State, Northern Bahr El Ghazal, Lakes State, and Western Bahr El Ghazal State.

TOCH implements a diverse portfolio of programs and projects on both Emergency and Social Development issues that are focused on contributing towards child protection and women's empowerment, and general livelihoods in their communities.

Our current interventions specifically target Vulnerable children, both girls and boys, women, and vulnerable households such as the poor, Internally Displaced Persons (IDPs), and Returnees in our operations areas by providing assistance and opportunities for empowerment and sustainable development through addressing the underlying causes of poverty all our programming is guided by our core values.

TOCH is looking for competent and reputable Suppliers for the **Supply and Delivery of agricultural seeds and tools to group farmers in Tonj North and Gogrial East in Warrap State.**

Please tender your proposal as per the specifications below:

2. Specifications – The Supply and Delivery of agricultural seeds and tools to group farmers in Tonj North and Gogrial East in Warrap State.

Lot#1 - Supply and Delivery of agricultural seeds and tools to group farmers in Tonj North and Gogrial East in Warrap State.

S/N o	Item Description	Unit of Measure (UOM)	Quantity	Unit Price in USD	Total Amount in USD
1	Tomato seed with 50 grams	Sachets	150		
2	Okra seed with 50 grams	Sachets	150		
3	Kudra seed with 50 grams	Sachets	150		
4	Onion seed with 50 grams	Sachets	150		
5	Amaranthus seed with 50 grams	Sachets	150		
6	Kale seed with 50 grams	Sachets	150		
7	Eggplant seed with 50 grams	Sachets	150		
8	Carrot seed with 50 grams	Sachets	150		
9	Pumpkin seed with 50 grams	Sachets	150		
10	Cabbage seed with 50 grams	Sachets	150		
11	Rake	Pieces	120		
12	Jambe	Pieces	120		
13	Water cans with a capacity of 20litres	Pieces	120		
14	Axe with wooden handles	Pieces	120		
15	Hoe with wooden handles	Pieces	120		
16	Tape measure with 100 meters	Pieces	40		
17	Spade with metallic handles	Pieces	120		
	Total Amount in USD				

3. Other Information pertaining to our Quotation are as follows.

Descriptions	Remarks
Payment Mode	
Payment Terms/Credit Period	
Delivery Lead Time.	
Validity of Quotation (Period).	
Preferred Currency of Quotation	USD
Location of Delivery	TOCH, South Sudan, Tonj North Field Office

4. Instructions to Suppliers

When submitting your tender proposal for the Supply and delivery of agricultural seeds and tools for project beneficiaries, please include the following completed document: -

- a. Valid certificate of incorporation e.g. attached the stamped copies indicating the renewal date, month, and year.
- b. Tax registration certificate
- c. Valid tax clearance certificate e.g. electronic Tax Clearance Certificate from the National Revenue Authority (NRA).
- d. Valid operation License or equivalent, depending on the Country you are submitting your tender.
- e. Bank Statements for the last **three** (3) months (**1st August 2025 to 31st October 2025**).
- f. Trade references (latest) from other INGOs or UN agencies and attached contract samples as evidence of your engagement for the Supply and Delivery of project supplies (agricultural inputs):

5. Language of Tender

All the information requested for the tender process shall be provided in the English language.

6. Experience

Prospective Suppliers must have successfully supplied and delivered similar goods to INGOs and UN Agencies.

7. TOCH Terms & Conditions, and TOCH Policies

1. Eligible and interested Suppliers shall be required to read and be willing to abide by TOCH Terms and Conditions for the supply of goods or Services, TOCH Supplier Code of Conduct, Safeguarding, PSEA, GBV & child Protection policy as indicated in **Annexes 18**.

8. Eligible Suppliers

The procuring entity's employees and their relatives (spouses and children) are not eligible to participate in the tender process.

9. Submission and Deadline for Tender Documents

A sealed hard copy of the tender application containing all the requirements shall be submitted to the **TOCH Office, Juba, Kuajok, Tonj North, Rumbek, and Tonj South** or to the address provided above clearly marked with the tender reference number: **TOCH-TJO-25-TSS-025**

Email submission is also accepted with the condition that the suppliers will submit the prescribed documents in the form of Portable Document Format (PDF) through TOCH Official Supply email: marko.mayar@toch-ss.org, tenders@toch-ss.org, or william.wek@toch-ss.org

10. Questions Arising from Tender Documents

Questions and clarifications that may arise from the tender documents should be addressed to the email address; tenders@toch-ss.org on or before **13th Nov. 2025**. Responses to the questions and clarifications shall be uploaded into the **NGO FORUM** or **TOCH South Sudan website** on www.toch-ss.org.

11. Additional Information

TOCH reserves the right to request the submission of additional information from prospective Suppliers.

12. Notification of Successful and Unsuccessful Suppliers

TOCH will only notify the successful bidder/Supplier for the tender for Supply and Delivery of **project supplies** outcome in writing, and this will be done three (3) weeks after the closure of the tender/Request for Quotation deadline.

13. Tender or Quotation Conditions:

Payment will be made within 30 days of receipt of goods, by bank transfer, Cash, and cheque only.

All suppliers doing business with TOCH should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure the non-exploitation of child labour, and give fair working conditions to their staff. TOCH reserves the right to reject quotations provided by suppliers not meeting these standards.

Vendors doing business with TOCH will be screened on anti-corruption due diligence before TOCH confirms an order or contract.

TOCH aims to purchase products and services that meet the minimum environmental impact. Environmental considerations form part of the TOCH selection criteria, and TOCH reserves the right to reject quotations provided by suppliers not meeting these standards.

14. Tender Guidelines/Regulations and Criteria

a. **Incomplete Application**

The application forms which are not filled and duly stamped and submitted in the prescribed manner will not be considered by the reviewing committee mandated to carry out this exercise.

b. **The Tender Data**

It is understood and agreed that the tender data of the prospective Supplier is to be used by TOCH in the selection of a prospective Supplier to perform the contract in respect of items as described by the client in **clause two** in this document.

c. **Tender Requirements**

Prospective Suppliers will not be considered qualified unless, in the judgment of TOCH, they possess the capability, experience, qualified personnel, available and sustainable equipment, and net current assets or working capital enough to satisfactorily execute the contract.

15. Essential Criteria for Tender or Quotation Evaluation

The committee members agreed that the vendors should be analysed and evaluated based on the following criteria:

a. **Experience**

The prospective bidder shall have at least three (3) years' experience in the supply of similar goods. Past performance will be shown by way of attaching relevant local purchase order (LPO)/contract agreement, and letters of recommendation.

b. **Financial Capacity**

The supplier's financial condition will be determined by the Latest Bank statements for the last three (3) months from **1st Aug. 2025 to 31st Oct. 2025**. Potential Suppliers will be awarded based on the satisfactory information given.

- c. Reliability
- d. Quality of the item with consideration of the item's specification
- e. Efficiency, especially the ability to meet deadlines.
- f. Price
- g. Adherence to specification

Inspection

TOCH is obliged to ensure that its procurement decisions are clearly justified and documented and keeping within the Donor's mandatory principles. In that regard, full and on-the-spot access must be granted to representatives of TOCH, the Donor or any organisation or person mandated by it, to premises belonging to TOCH or its contractors. The right to access shall include all documents and information necessary to assess or audit the implementation of the contract.

Conflict of interest

A conflict of interest exists in any situation in which a person having official responsibilities for TOCH South Sudan is empowered to make decisions on behalf of their project/department and who, as a result of that authority, can potentially benefit personally, directly, or indirectly, from an entity or person conducting business with TOCH. Any conflict must be disclosed in full and reviewed by the Supervisor or the ED's Office. TOCH reserves the right to deny the selection of the individual as a Contractor if the conflict cannot be mitigated.

Shortlisted Vendors will be required to submit samples of each item. Please be sure to have all samples available at short notice, and wait for a response from TOCH if you have been shortlisted.

16. Notification of the results

Only the successful and competitive bidder will be notified. Therefore, if you do not receive an email communication within three weeks (3 Weeks) of the expiry of the deadline, your bid has not been successful.

17. Disclaimer

This is only a call for tender or Quotations, and TOCH reserves the right to either amend or cancel it at any time with or without notice. In such cases, TOCH shall accept no liability whatsoever. The potential bidder is wholly responsible for all costs related to the preparation and submission of tender dossiers.

18. TOCH Terms & Conditions, and Policies

1. Annex 1: TOCH Terms & Conditions for Supply of Goods or Services
2. Annex 2: TOCH Supplier Code of Conduct
3. Annex 3: TOCH GBV & Child Protection Policy
4. Annex 4: TOCH Safeguarding Policy, and
5. Annex 5: TOCH PSEA.

Supplier Authorised Representative



We..... have read and understood the above TOCH requirements for Purchase of Goods or Services. We commit and pledge to uphold entity requirements without any alterations.

Signed on behalf of the Supplier:

Date:

Stamp: