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REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF START-UP KITS IN MUTARE, BUHERA, ZAKA AND CHIVI DISTRICTS

RFQ NUMBER :

ZWE02-PR429501

RFQ ISSUE DATE : 12 JULY 2024

QUOTATION SUBMISSION DEADLINE: [WEDNESDAY, 24 JULY 2024 BEFORE MIDNIGHT @00:00]

Bid Submissions must be forwarded through email, clearly marked with Tender number as subject.

Email for submitting quotations: tenders@carezimbabwe.org

All submissions must be in PDF format.



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1. ABOUT CARE

At CARE, we seek a world of hope, inclusion, and social justice, where poverty has been overcome and people live with dignity and security.

This has been our vision since 1945, when we were founded to send lifesaving CARE Packages® to survivors of World War II. Today, CARE is a leader in the global movement to end poverty. We put women and girls in the center because we know we cannot overcome poverty until all people have equal rights and opportunities. In 2019, CARE worked in 100 countries and reached 70 million people with an incredible range of life-saving programs.

To know more about CARE, <https://www.care.org/our-work/>

2. GENERAL CONDITIONS AND CLAUSES

2.1. CARE'S GENERAL CONDITIONS

The enclosed document is not an offer to contract, but a solicitation of a vendor's proposed intent. Acceptance of a quotation in no way commits CARE to award a contract for any or all products and services to any vendor.

CARE reserves the right to make the following decisions and actions based on its business interests and for reasons known only to CARE:

- To determine whether the information provided does or does not substantially comply with the requirements of the RFQ
- To contact any bidder after quotation submittal for clarification of any information provided.
- To waive any or all formalities of bidding
- To accept or reject a quotation in whole or part without justification to the bidder
- To not accept the lowest bid
- To negotiate with one or more bidders in respect to any aspect of submitted quotation
- To award another type of contract other than that described herein, or to award no contract;
- To enter into a contract or agreement for purchase with parties not responding to this RFQ
- To request, at its sole discretion, selected Vendors to provide a more detailed presentation of the quotation.
- To not share the results of the bids with other bidders and to award contracts based on whatever is in the best interest of CARE.



Any material statements made orally or in writing in response to this RFQ or in response to requests for additional information will be considered offers to contract and should be included by vendor in any final contract.

2.2. CONFIDENTIALITY/ NON-DISCLOSURE

All information gained by any vendor concerning CARE work practices is not to be disclosed to anyone outside those responsible for the preparation of this quotation. Any discussion by the vendor of CARE's business practices could be reason for disqualification. CARE, at their discretion, reserves the right to require a non-disclosure agreement.

Reciprocally, CARE commits that information received in response to this RFQ will be held in strict confidence and not disclosed to any party, other than those persons directly responsible for the evaluation of the responses, without the express consent of the responding vendor.

Finally, the information contained within this RFQ is confidential and is not to be disclosed or used for any other purpose by the vendor.

2.3. PUBLICITY

Any publicity referring to this project, whether in the form of press releases, brochures, or photographic coverage will not be permitted without prior written approval from CARE.

2.4. LIABILITY

The selected vendor(s) will be required to show proof of adequate insurance at such time as CARE is prepared to procure the services. The participating vendor will also be required to indemnify and hold harmless CARE for, among other things, any third-party claims arising from the selected vendor's acts or omissions, and will be liable for any damage caused by its employees, agents or subcontractors.

2.5. FORCE MAJEURE

- a. Neither Party shall be responsible for a performance that is delayed, hindered, or is rendered inadvisable, commercially impracticable, illegal, or impossible by a "Force Majeure Event." A Force Majeure event includes, without limitation, an act of nature, a pandemic, emergency, civil unrest or disorder, actual or threatened terrorism, war, fire, governmental action or interference of any kind, power or utility failures, strikes or other labor disturbances, a health warning issued by the Center for Disease Control (or similar agency), any other civil or governmental emergency and/or any other similar event beyond a Party's reasonable control.
- b. The Party that seeks to invoke this Force Majeure provision (the "Affected Party") shall provide the other Party (the "Unaffected Party") with a written notice within ten (10) days of the date the Affected Party determines a Force Majeure Event has occurred.



2.6. ERRORS AND OMISSIONS

CARE expects the vendor will provide all labor, coordination, support, and resources required based on the vendor's quotation and corresponding final SOW. No additional compensation will be available to the vendor for any error or omission from the quotation made to CARE. The only exclusions are add-ons, deletions, and/or optional services for which the vendor has received written authorization from CARE.

2.7. OWNERSHIP OF WORK

All work created during this evaluation must be original work, and no third party should hold any rights in or to the work. All rights, title and interest in the work shall be vested in CARE.

2.8. CONFLICT OF INTEREST

CARE encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to CARE if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.



3. COMPANY PROFILE & BIDDER'S DECLARATION

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of your quotation. No alterations to its format shall be permitted and no substitutions shall be accepted.

3.1. COMPANY PROFILE

Table 4.1.A Previous Work with CARE

Have you already had previous transactions with CARE?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
If marked "Yes", please provide the year of the latest transaction with CARE and the requirement that was delivered. (This is to inform everyone that this information is for system checking only. This will not be part of any evaluation process.)		
If you marked, "No" on the table above, please answer the Table 4.1.A. below:		

Table 4.1.B Other Information

Item Description	Detail(s)
Legal name of bidder	
Legal Address, City, Country	
Website	
Year of Registration	
Company Expertise	
Bank Information (Please answer below)	
Bank Name:	
Bank Address:	
IBAN:	
SWIFT/BIC:	
Account Currency:	
Bank Account Number:	

Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details	Contract Value	Period of activity	Types of activities undertaken



3.2. BIDDER'S DECLARATION

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: By submitting this Quote, I/we guarantee that the bidder has not engaged in any improper, illegal, collusive, or anti-competitive arrangements with any competitors; has not directly or indirectly contacted any buyer representative (aside from the point of contact) or gather information regarding the RFQ; and has not attempted to influence or offer any type of personal inducement, reward, or benefit to any buyer representative.
<input type="checkbox"/>	<input type="checkbox"/>	I/We affirm that we will not engage in prohibited behavior or any other unethical behavior with CARE or any other party. We also affirm that we have read the general clause and conditions included in this RFQ and that we will conduct business in a way that avoids any financial, operational, reputational, or other undue risk to CARE.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Quote, or entering into a Contract to deliver the Requirements. CARE Procurement's Point of Contact will be notified right away by the bidder if a conflict of interest occurs during the RFQ process.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal issues that could hinder the ability to conduct business.
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf

Name:	
Title/Designation:	
Company Name:	
Date:	
Signature	



4. CONDITIONS AND GUIDELINES FOR SUBMISSION OF QUOTATION

This Request for Quotation represents the requirements for an open and competitive process.

All interested suppliers/vendors must provide written notification via email to: zim.procurements@care.org of their intent to participate in the bidding process together with company registration documents by **[16 JULY 2024 before midday @12:00]**.

Interested suppliers must submit the following company registration documents unless your company is already registered with CARE Zimbabwe with vendor number

- ✓ Completed vendor questionnaire form (attached)
- ✓ NOSTRO Banking details on your company letter head
- ✓ Stamped letter from bank confirming that you bank with them with your bank's letter head.
- ✓ Tax clearance certificate
- ✓ Certificate of Incorporation
- ✓ CR6
- ✓ CR14
- ✓ Three trade references on your company letter head
- ✓ Company profile
- ✓ VAT Registration certificate (if available)

Financial Submission requirements

- i. Financial submissions must be forwarded through email, clearly marked with RFQ reference number as subject and in PDF format (submissions in word or excel format will not be considered).
- ii. Kindly use the attached Excel Price Schedule for quotation in the format provided without changing the numbering. If you are not able to quote a certain line item, please put zero, signed, stamped and in PDF
- iii. The price schedule must be accompanied by a summarized total cost for each category on your company letterhead as 1st page then followed by the quote
- iv. All submissions must be in PDF (quotations in word or excel will not be accepted)
- v. Delivery period is required (please indicate delivery period you can meet)
- vi. Quotation validity should be **60 days**
 - i. Indicate the brand/ material grammage being quoted
 - ii. This RFQ is part of a competitive procurement process, which helps to serve the best interests of CARE.
- iii. Price may or may not be the determining factor.

Poor quality material will not be accepted. If awarded the order a pre-delivery inspection will be done before delivery



4.1. PROJECT TIMELINES

All bidders are advised to strictly follow the below timeline as noted.

Any technical questions arising during the preparation of your response to this RFQ should be submitted in writing via email to: zim.procurements@care.org no later than **[17 JULY, 2024 before 17:00hrs]**.

Schedule of Activities/ To-do	Date of the Activity/ Deadline of Submission	Responsible	Remarks
RFP Issued	12 July 2024	CARE	
Supplier to notify CARE of intention to participate in bidding	16 JULY 2024 before midday @12:00hrs	Supplier	Deadlines must be strictly observed. Financial proposals will be accepted on the condition that the supplier submitted notification of intent and registration documents.
Deadline for submission of clarification questions to CARE	17 JULY 2024 before 17:00hrs	Supplier	Deadlines must be strictly observed.
CARE to answer all clarifications	19 JULY 2024 before 12:00hrs	CARE	Responses will be through emails to those who would have notified CARE of intention to participate and submitted company registrations documents
Supplier's Deadline of Submission of Proposal	WEDNESDAY, 24 JULY 2024 BEFORE MIDNIGHT @00:00	Supplier	Deadlines must be strictly observed.
Finalists selected	WEDNESDAY, 31 JULY 2024	CARE	Upon notification, the contract negotiation with the winning bidder will begin immediately.
Expected Delivery or Collection date of the kits	23 AUGUST 2024	CARE SUPPLIER	Deadlines must be strictly observed. No deliveries will be accepted outside the stipulated dates without CARE's approval
Pre - delivery Inspection	<i>After confirmation by the vendor before delivery</i>	CARE Vendor	Pre-delivery Inspection will be conducted before delivery/collection of the goods to check quality and conformity to specifications
Expected Delivery or Collection date of the kits	<i>14 Days from date of receiving goods and Invoice</i>	CARE SUPPLIER	Payment terms are STRICTLY after delivery. No Pre-payment will be offered



Deadline for Receiving Financial Proposal

Financial proposal will be accepted until **[WEDNESDAY, 24 JULY 2024 BEFORE MIDNIGHT @00:00]**, **delivered via email solely to: tenders@carezimbabwe.org** , no later than the above specified date.

Additionally, all costs included in quotations must be all-inclusive to include any outsourced or contracted work. Any quotations which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFQ. All contractual terms and conditions will be subject to review by the CARE legal department, and will include scope, budget, schedule, and other necessary items pertaining to the project.

You must respond to every subsection including statement, question, and/or instruction without exception.

Any verbal information obtained from, or statements made by representatives of CARE shall not be construed as in any way amending this RFQ. Only such corrections or addenda as are issued in writing by CARE to all RFQ participants shall be official. CARE will not be responsible for verbal instructions.

CARE Zimbabwe reserves the right to reject any or all submitted proposals without thereby incurring any liability to bidders and shall not be obliged to give any reasons for accepting or rejecting any proposal.



5. SCHEDULE OF REQUIREMENTS

5.1. CARE TECHNICAL SPECIFICATIONS

Item #	Description	Specification	Qty	Unit of Measurement
1				
2	Kindly use attached list			

5.2. CARE DELIVERY REQUIREMENTS

Item #	Other Requirements	
1	Delivery Date & Time	Bidder shall deliver the goods at least 2 weeks after Contract signature.
2	Delivery Terms (incoterms)	<input type="checkbox"/> EXW [Ex-works (Place)]
		<input type="checkbox"/> FCA [Free Carrier (Port)]
		<input type="checkbox"/> FAS [Free Along-Side Ship (Port)]
		<input type="checkbox"/> FOB [Free On-Board (Port)]
		<input type="checkbox"/> CFR [Cost, & Freight (Port)]
		<input type="checkbox"/> CIF [Cost, Insurance & Freight (Port)]
		<input type="checkbox"/> CPT [Carriage Paid-To (Place)]
		<input type="checkbox"/> CIP [Carriage & Insurance Paid-To (Place)]
		<input type="checkbox"/> DAP [Delivered at Place (Place)]
		<input type="checkbox"/> DPU [Delivered at Place Unloaded (Place)]
		<input checked="" type="checkbox"/> DDP [Delivered Duty Paid (Place)]
3	Custom Clearance (Must be linked to Incoterms at origin)	<input type="checkbox"/> Not Applicable. Shall be done by _____
		<input type="checkbox"/> Shouldered by CARE
		<input checked="" type="checkbox"/> Supplier/ Bidder
		<input type="checkbox"/> Freight Forwarder
4	Exact Address(es) of Delivery Location	1. ZAKA Office 2. MUTARE Office 3. CHIVI Office 4. BUHERA Office
5	Warranty Period	Standard Manufacturer's Warranty (if applicable)
6	Payment Terms	Full Payment after delivery/collection. Prepayment facility is not available
7	Quotation Validity	The quote needs to be valid for 60 days to cover all the days from bidding up to the award process.



6. TECHNICAL & FINANCIAL OFFERS

6.1. SUPPLIER'S OFFER

Table 5.1.A Bidder's Offer

Item #	Description	Bidder's Specification
		Kindly refer to the attached schedule

Table 5.1.B Cost Proposal

Item #	Description	Qty	Unit of Measurement	Unit Price (in USD)	Total Price (in USD)
Kindly use the attached Price Schedule Attached					

Table 5.1.C Compliance with Requirements

	Yes, we will comply	No, we cannot comply	If marked as "No", please provide counter proposal
Minimum Technical Specifications	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery Term (INCOTERMS)	<input type="checkbox"/>	<input type="checkbox"/>	
Warranty Period (If Applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Other Requirements (Please specify)	<input type="checkbox"/>	<input type="checkbox"/>	



EVALUATION ASSESSMENT CRITERIA FOR TVETS STARTER KITS

Scoring %	#	REQUIREMENTS	Guiding Notes
40%	A	Overall Proposal Suitability (as based in the RFP)	
8.00%	1	Company Profile and Declaration form submitted	Supplier must complete and submit the declaration form (section 3.1 and 3.2 of this RFQ)
8.00%	2	NOTICE OF INTENT TO PARTICIPATE IN BIDDING	Suppliers are required to submit Notice of Intent to participate in bidding process within the stipulated timeframes
8.00%	3	CARE PRICE SCHEDULE SUMMARY	Supplier must fully complete and submit CARE PRICE SCHEDULE SUMMARY together with the quotation
8.00%	4	Submission of all registration documents requested above	The supplier must provide the requested registration documents in full. Failure to submit requested documents will result in the bid being rejected.
8.00%	5	Compliance with regulations	The supplier should be authorized to supply borehole spares as regulated by the wash sector/government(an authorization letter to be attached).
10%	B	Previous Work and Awards	
5.00%	2	Vendor's previous records of performance and service.	Client experiences or testimonials and references from other customers.
5.00%	3	Years of experience in supplying the goods from the selected category	The supplier should state years of experience and financial capacity
30%	C	Technical Expertise and Organizational Experience	
10.00%	1	Full list of materials provided with the required specifications	Suppliers should provide clear specifications of high quality material (conformity to project requirements) as listed in the Price Schedule
10.00%	2	Availability for pre-delivery inspection	Pre delivery inspection of borehole spares is mandatory and is regulated by government, so the vendor should have samples of spares that are readily available for inspection.
10.00%	3	Availability of goods within the required delivery time	The supplier should have the capacity to supply quality toolkits within the required time frame or schedule. Delivery period must be indicated
20%	D	Financial Proposal (Value and Cost)	
			Competitive Prices Payment terms
100%		NB. If awarded the contract a pre-delivery inspection will be conducted before delivery, poor quality material will not be accepted	

Date : _____

RFQ Number : ZWE02-PR429501 (Clothing/Sewing Starter Kits)

Vendor Name: _____

Quotation Number _____

ITEM #	ITEM DESCRIPTION	SPECS/ MPDEL #	UOM	TOTAL REQUIRED	SUPPLIER SPECIFICATIONS	QUANTITY QUOTED	UNIT PRICE (USD) <i>Incl of VAT</i>	TOTAL COST (USD)
1	Straight stitching machine	Domestic singer Manual	each	249				
2	Over locking machine	Domestic - Manual	each	249				
3	Java/African print	6 yards	each	249				
4	Fabric/embroidery Scissors	Professional	each	249				
5	Machine oil	500 ml	each	249				
6	Machine bobbin	Standard for manual machine	each	249				
Total (USD) Inclusive of VAT								

Quotation Validity - Should be 60 days

Transport Charge/Cost (rate per km) in USD

Delivery Period (Please indicate delivery period you can meet): _____

PRICE SCHEDULE/QUOTATION:

We undertake, if our tender is accepted, to supply the goods in accordance with the schedule rates and delivery dates specified herein above.

Name of signatory:

In the capacity of:.....

Authorized Signature:

Date:

Company Rubber Stamp.....

