



Amani Initiative

REQUEST FOR QUOTATION- 15th May, 2024

RFQ N° AMANI/GNBU- CEDO /RFQ/2024/010

Dear Sir/Madam,

Amani Initiative hereby solicits a quotation for the following items:

LOT No.	Product Name/Items	Product Description	Unit of Measure	Quantity
001	Hotel Services: 01) Hall hire 02) Lunch 03) Breakfast 04) Workshop water	Hall hire with capacity to accommodate 30 people inclusive of writing pads (pen and booklet), meals and refreshment inclusive of break tea (25 people), lunch (25 people) and 50 bottles of water.	01) Day 02) People 03) People 04) Bottles	01) 1 02) 25 03) 25 04) 50

This Request for Quotation is open to all legally-constituted companies that can provide the requested products and have legal capacity to deliver within **Arua City in Arua District on Friday 31st May, 2024 between 9am- 3pm.**

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I. About Amani Initiative

Amani Initiative is a Ugandan Non-Governmental organization founded in 2011 to prevent and respond to teenage pregnancy and child marriage through low-cost high impact community led interventions with a focus on education, child protection, sexual and reproductive health, and social & economic empowerment.

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. Apuniki Joyce
Email address of contact person	info@amaniinitiative.org

The deadline for submission of quotations is Wednesday 22nd May, 5:00PM, East African Time]. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.



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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:

- a) Description of the item/s requested
- b) Price quotation and, to be submitted strictly in accordance with Price Quotation Form.
- c) Company TIN certificate and registration information
- d) Company bank account information.

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: [Wednesday 22nd May, 5:00PM, East African Time]

Name of Contact Person at Amani Initiative	Ms. Apuniki Joyce
Email address of contact person	info@amaniinitiative.org

Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° AMANI/GNBU-CEDO /RFQ/2024/010**
 - **[Title of the RFQ process as indicated above]**. Quotation that does 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.
- Each LOT should be submitted differently

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/GNBU- CEDO /RFQ/2024/010**
- Please include a signed PDF version of the RFQ when submitting.



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- 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 award a Purchase Order to the lowest priced bidder whose quotation has been determined to be substantially compliant with the documents requested. 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.

VIII. Payment Terms

Amani Initiative will make payment terms within 14 days upon receipt of documents and delivery of items as required by the contract.

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 Executive Director 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



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Amani Initiative
P.O.BOX 610029, Maracha, Uganda.
Adongoro Cell, Maracha Town Council

Tel: +256784951295/+256772878642

Email: info@amaniinitiative.org

Website: www.amaniwestnile.org

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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 in relation to a procurement.

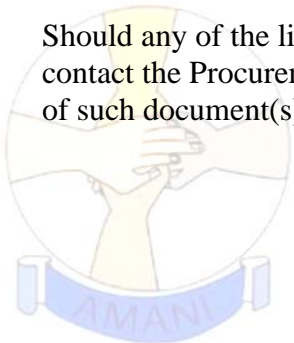
XI. RFQ Protest

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 administration@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 administration@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).



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PRICE QUOTATION FORM

Name of Bidder:	
Date of the quotation:	
Request for quotation N^o:	
Currency of quotation:	
Validity of quotation:	
<i>(The quotation shall be valid for a period of at least 3 months after the submission deadline.)</i>	

¹Price Quotation Form

Item	Product Description	Quantity	Unit Price	Total Cost (UGX)
001				
002				
003				
004				
GRAND TOTAL				

XIII. Certification

Vendor's Comments

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ AMANI/GNBU- CEDO /RFQ/2024/010 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by Amani Initiative on clarification questions from the prospective

¹ The quotation should be supported with an original quotation on a headed document.



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service providers. Further, the company accepts the General Conditions of Contract for Amani Initiative and we will abide by this quotation until it expires.

Name and title

Date and place



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