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REQUEST FOR QUOTATION
PROCUREMENT OF IEC MATERIALS

WVU RFQ NO. 004

Date: September 1, 2023

Dear Sir / Madam,

You are kindly requested to submit your quotation for provision of hotel services described in Annex B.

We also request that your Quotation is submitted using the format specifically detailed in Annex C.

Quotations submitted by email must be limited to a maximum of 15MB, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Quotation shall be evaluated based on lowest priced Quotation meeting requirements as per the criteria set in Annex A, point q.

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected by WVU. If the Bidder does not accept the final price based on WVU's correction of errors, its Quotation will be rejected.

The Bidders shall not vary their prices for any reason after the deadline of the tender and while the Quotation is still valid. At the time of award of Contract, WVU reserves the right to vary (increase or decrease) the quantity of goods and/or services, without any change in the unit price or other terms and conditions.

WVU is not bound to accept any Quotation, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.

WVU encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to WVU 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.

By submitting a Quotation in response to this information, Bidders are confirming acceptance of WVU's General Terms and Conditions in full and Payment Policy of payment within 03 days after delivery of service on presentation of complete and correct invoice.

This Request for Quotation (RFQ) is comprised of:

Instruction to Bidders	Annex A
Technical Specifications	Annex B
Supplier's Quotation	Annex C
WVU General Terms and Conditions for the Procurement of [Goods/Services]	Annex D
WVU Supplier Code of Conduct:	Annex E

For any questions/clarifications related to this RFQ please contact WVU on email address **kisaakyestellah@gmail.com** and copy in **generous199011@gmail.com** and mention RFQ NO. 004 in the subject section of your email.

Deadline for Submission of Quotation:
On or before **Date: 06 September 2023**

Thank you and we look forward to receiving your quotation.

Sincerely yours,
Kisaakye Stellah

Annex A
Instructions to Bidders

a. Description of requested hotel services	See Annex B
b. Deadline for Quotation submission	September 6, 2023
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of WVU General Terms and Conditions for the Procurement of Goods and adherence to the Supplier Code of Conduct.
d. Payment Terms	WVU will conduct the payment within 03 days after satisfactory receipt of goods and upon submission of the invoice by the Supplier.
e. Conditions for Release of Payment	WVU Acceptance of Goods/Services Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	10 days In exceptional circumstances, WVU may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
g. Quotations Submission	All quotations shall be submitted through the following e-mail addresses: kisaakyestellah@gmail.com generous199011@gmail.com
h. Partial Quotations	☒ Not permitted ☐ Permitted
i. Place of Delivery	World Voices Uganda Kagadi Offices
j. Delivery Terms	Goods will be delivered within 05 days after PO or contract signature by last party.
k. Customs clearance , if needed, shall be done by:	~~☐ WVU~~ ☐ Supplier
l. Currency of Quotation	**Strictly Uganda Shillings (UGX)**
m. Value Added Tax on Price Quotation	☒ Must be inclusive of VAT and other applicable indirect taxes ☐ Must be exclusive of VAT and other applicable indirect taxes
n. Preliminary Documents to be Submitted	Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B; ☒ Business Registration Certificate ☒ Uganda Revenue Authority Certificate / Tax Clearance. ☒ Manufacturer's Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); ☒ Quality Certificates for the Goods (ISO) ☒ Product Catalogues or Brochures (Product Data Sheets) attesting compliance with Technical Specifications as mentioned under Annex B; OR link to Manufacturer's website showing Product Data Sheet ☒ Provision of Serial Number at the time of Shipment to be included

	in the Contract and to be counterchecked by IDLO at the time of Delivery ☒ Minimum 2 Contracts or POs of similar valué and nature as proof of supplying similar products to at least 3 UN Agencies, INGOs, Embassies or Government State Agencies.
o. Special Packing Requirement	☒ N/A ~~☐ Yes, [*specify]* __~~
p. After-sales services required, if applicable [leave blank if not applicable]	☒ Warranty on Parts and Labour for minimum period of 1 year ☒ Technical Support ~~☒ Provision of Service Unit when pulled out for maintenance/ repair~~ ~~☐ Others~~
q. Evaluation Criteria	Evaluation will be done according to the following order of priorities: 1. Full submission of Preliminary Documents (as per Annex A) 2. Technical responsiveness 3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable. 4. Delivery Date 5. Price
r. Contract Award	Contract Award shall be granted according to: a) Full submission of Price Schedule (Annex C) signed and stamped; b) Lowest priced, most technically acceptable/compliant offer;
s. Contract signature	Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to WVU. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, WVU may award the Contract to the Second Ranked Bidder or call for new Bids.
t. Liquidated Damages	☐ N/A ☒ Yes - For late delivery of Goods, WVU shall be entitled to claim liquidated damages from the contractor. Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in accordance with the severity of the problem as determined solely by WVU. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.

Annex B
Technical Specifications

Specifications for Goods

Lots	Item Name	Specification	Unit measure	Quantity
Lot 1	T-Shirts (labeled)	1. Round neck T-Shirts (100% cotton), mixed sizes of small (20) medium (40) and large (40) in white, blue and navy blue Colours. 2. Colored T-Shirts Polo cotton with sizes; a) Small size Nevy blue (60), White (20) and Blue (20) Colours. b) Medium size Nevy blue (80), White (20), and Blue (20) Colour. c) Larges size Nevy blue (80), White (20) and Blue (20) Colours d) Extra-large size Nevy blue (30), White (15) and Blue (15) Colours.	Piece(s)	100 400
Lot 2	Brochures	Printed in coloured on A5 size(printed on both sides)	Piece(s)	600
Lot 3	Posters	Printed in coloured on A4 size(one sided)	Piece(s)	200
Lot 4	Posters	Printed in coloured on A3 size(one sided)	Piece(s)	200
Lot 5	Banners	Pull up banners (standard size)	Piece(s)	2
Lot 6	Note books	Customized note books of A5 size, 120 pages and hard cover spiral bound.	Piece(s)	500

[if applicable]
Specifications for After-Sale Service for [Goods / Services]

Lots	Description
Lot 1	i.e. Training / Maintenance
Lot 2	i.e. Warranty
Lot 3	i.e. Service Unit to be Provided when purchased item is under repair
Lot 4	i.e. Brand new replacement if unit is beyond repair

*Please attach delivery schedule by lot, if relevant if partial bids are allowed. Specify delivery locations if goods are required in multiple destinations.

Annex C

SUPPLIER'S QUOTATION

(This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)

We, the undersigned, hereby accept the WVU's General Terms and Conditions in full and Payment Policy of payment within 03 days after delivery of service on presentation of complete and correct invoice. We hereby offer to supply the items listed below in conformity with the specification and requirements of WVU as per RFQ NO. 004

Company Name	
Company Full Address	
Date	
Signature	
Stamp	
Contact Person	
Telephone number	
Email address	

Table 1: Offer to Supply Goods / Services Compliant with Technical Specifications and Requirements

Lots	Item	Description	Unit measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in (UGX)	Total amount in (UGX)
Lot 1	T-Shirts (labeled)	Refer to Annex B	Piece(s)	500	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
Lot 2	Brochures	Refer to Annex B	Piece(s)	600	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
Lot 3	Posters	Refer to Annex B	Piece(s)	200	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
Lot 4	Posters	Refer to Annex B	Piece(s)	200	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
Lot 5	Banners	Refer to Annex B	Piece(s)	2	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
Lot 6	Note books	Refer to Annex B	Piece(s)	500	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
Total Cost of Goods							
Taxes/ VAT (18%) (if applicable)							
Grand Total							

If applicable

Table 2: Offer for After-Sale Services and Other Conditions

Other Information	Responses		
	Yes, we will comply	***No, we cannot comply***	***If you cannot comply, pls. indicate counter proposal***
Delivery Lead Time			
Country/ies Of Origin:			
Warranty and After-Sales Requirements			
a) i.e. Training on Operations and Maintenance			
b) i.e. Minimum one (1) year warranty on both parts and labour			
c) ….			
d) …			
e) Others			
Other requirements *[pls. specify]*			

Annex D
WVU General Terms and Conditions for the Procurement of Hotel Services

Any quote submission will imply the unconditional acceptance of WVU General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

Annex E
WVU Supplier Code of Conduct

WVU recognizes the universal and fundamental values enshrined in international instruments in the areas of human rights, labor, environment and anti-corruption.

WVU expects its Suppliers to respect fundamental social and human rights, and the equal rights of men and women, take responsibility for minimizing the environmental impact of their activities, endorse ethical business practices and reach the following goals:

1. Supplier Relationships: The provisions of this Code of Conduct set forth the expectations of all suppliers with whom WVU does business. WVU expects that these principles apply to suppliers, parent entities and subsidiary or affiliate entities, as well as all others with whom they do business including employees, subcontractors and other third-parties. WVU expects suppliers to ensure that the rules and standards of this Code of Conduct are communicated to their employees and subcontractors.

2. Promoting the Principles of this Code of Conduct: WVU expects that its suppliers will establish and maintain appropriate management systems whose scope is related to the content of this Code of Conduct, and that they actively review, monitor and modify their management processes and business operations to ensure they align with the principles set forth in this Code of Conduct. All principles contained in this Code of Conduct are of equal importance independently of their order of appearance.

3. Subcontracting: WVU expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they also strive to meet the principles of this Code of Conduct or equivalent set of principles.

Labor:
4. Freedom of Association and Collective Bargaining: WVU expects its suppliers to recognize and respect the rights of employees to freely associate, organize and bargain collectively in accordance with the laws of the countries in which they are employed, as well as core international principles on Freedom of Association and collective bargaining. WVU recognizes the importance of open communication and direct engagement between workers and management and suppliers are to respect the rights of workers to associate freely and communicate openly with management regarding working conditions without fear of harassment, intimidation, penalty, interference or reprisal.

5. Forced Labor: WVU expects its suppliers to prohibit any use of forced, bonded or indentured labor or involuntary prison labor, and embrace employment practices consistent with international rules on forced labor. All work, including overtime work, will be voluntary and workers should be free to leave upon reasonable notice. Suppliers should also not mandate that workers hand over government-issued identification, passports or work permits as a condition of employment.

6. Child Labor: WVU expects its suppliers, at a minimum, not to engage in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child. The minimum

admission to employment or work shall not be less than the age of completion of compulsory schooling, normally not less than 15 years or 14 where the local law of the country permits, deferring to the greatest age. Additionally, all young workers must be protected from performing any work that is likely to be hazardous or to interfere with the child's education or that may be harmful to the child's health, physical, mental, social, spiritual or moral development. All suppliers should also adhere to legitimate workplace apprenticeship programs and comply with all laws and regulations governing child labor and apprenticeship programs.

7. Discrimination: WVU does not tolerate any form of discrimination in hiring and employment practices on the ground or race, color, religion, gender, sexual orientation, age, physical ability, health condition, political opinion, nationality, social or ethnic origin, union membership or marital status. WVU also discourages discrimination regarding access to training, promotion, and rewards.

8. Working Hours: WVU expects its suppliers to comply with all applicable working hour requirements as established by local law, and should never exceed 60 hours per week, including overtime, except in emergency or unusual situations. Suppliers must ensure that all overtime work is voluntary and compensated at the prevailing overtime rates. Suppliers are encouraged to ensure that workers are provided with one day off in every seven-day week.

9. Compensation: WVU expects its suppliers to comply, at a minimum, with all wage and hour laws and regulations, including those pertaining to minimum wages, overtime wages, piece rates, other elements of compensation and to provide legally mandated benefits.

Human Rights:

10. Human Rights: WVU expects its suppliers to support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.

11. Harassment, Harsh or Inhumane Treatment: WVU expects its suppliers to create and maintain an environment that treats all employees with dignity and respect and will not use any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse. No harsh or inhumane treatment coercion or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment.

12. Health and Safety: WVU expects its suppliers to follow all relevant legislation, regulations and directives in the country in which they operate to ensure a safe and healthy workplace or any other location where production or work is undertaken. At a minimum, suppliers should strive to implement recognized management systems; reasonable access to potable water and sanitary facilities; fire safety; emergency preparedness and response; industrial hygiene; adequate lighting and ventilation; and occupational injury and illness and machine safeguarding. Suppliers will also ensure these same standards apply to any dormitory or canteen facilities.

13. Mines: WVU expects its suppliers to strive not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

Environment:

14. Environmental: WVU expects its suppliers to comply with existing legislation and regulations regarding the protection of the environment**.** Suppliers should wherever possible support a precautionary approach to environmental matters, undertake initiatives to promote greater

environmental responsibility and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices.

15. Chemical and Hazardous Materials: Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.

16. Wastewater and Solid Waste: Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal**.**

17. Air Emissions: Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge**.**

18. Minimize Waste, Maximize Recycling: Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

Drug trafficking and Terrorism:

19. Drug Trafficking: WVU expects its suppliers to warrant that neither they, nor any of their employees and subcontractors, are engaged in the manufacture, sale, transportation, or distribution of any drug or narcotic substance deemed to be illegal in either the country of manufacture or delivery of the goods or services to be provided to WVU.

20. Terrorism: WVU expects its suppliers to warrant that neither they, nor any of their employees and subcontractors, are engaged directly or indirectly in terrorism, or in the finance or support to terrorists. Further, WVU expects its suppliers to warrant that neither they nor their staff, nor any other recipients of funds from the supply of goods or services to WVU, are listed in any sanctions list maintained by the United Nations Security Council; the United States Department of the Treasury, Office of Foreign Assets Control; or the European Union. Should the supplier, its staff, or other recipients of funds from the supply of goods or services to WVU be included in any of the above-listed sanctions lists, the supplier is expected to notify WVU immediately.

Bribery & Corruption:

21. Corruption: WVU expects its suppliers to adhere to the highest standard of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including extortion, fraud, or bribery, at a minimum.

22. Conflict of Interest: WVU suppliers are expected to disclose to WVU any situation that may appear as a conflict of interest, and disclose to WVU if any WVU official or professional under contract with WVU may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.

23. Gifts and Hospitality: WVU does not accept any type of gift or any offer of hospitality. WVU will not accept any invitations to sporting or cultural events, offers of holidays or other recreational trips, transportation, or invitations to lunches or dinners. WVU expects its suppliers

not to offer any benefit such as free goods or services or a work position or sales opportunity to WVU personnel in order to facilitate the supplier's business with WVU.

24. Monitoring and Evaluation: WVU may conduct on-site evaluations and inspections of its suppliers' facilities and those of their subcontractors to review their progress towards these principles. It is the expectation of WVU that suppliers, at a minimum, have established clear goals toward meeting the standards set forth in this Code of Conduct. WVU may monitor that milestones have been set and management systems have been put in place to ensure that the principles set out in this Code of Conduct have been met and failure to do so may impact the future ability of a supplier to do business with WVU.