



OFF-MEERAYSANE, 1ST AUGUST, GAROWE SOMALIA
EMAIL: HORN.VISION.ORG@GMAIL.COM
WWW.HORNVISION.COM

Request for Quotation
For procurement of Employment startup kits for graduating UPSHIFT Vocational Trainees

Quotation ref no.: [/HV/RFQ/ 02/2024]

Dear Sir / Madam:

Horn Vision is seeking quotation(s) for the procurement of Employment startup kits for graduating UPSHIFT Vocational Trainees, the specifications and other relevant information is described in the Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations may be submitted on or before 3:00 PM (EAT standard time), March 5, 2024, by email to horn.vision.org@gmail.com with the subject line "Quotation for Employment Startup Kits (ref: HV/RFQ/02/2024) - {Bidder's Name}"

Quotations submitted by email must be limited to a maximum of 25 MB (each transmission), virus-free and no more than 5 email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by HV after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Delivery Terms(price schedule)	<input checked="" type="checkbox"/> Other: N/A: S
Customs clearance ¹ , if needed, shall be done by:	<input checked="" type="checkbox"/> N/A
Exact Address/es of Delivery Location/s (identify all, if multiple)	HQ: HODAN District, km5, Near Safari Apartment
Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by HV)	<input checked="" type="checkbox"/> As per Technical Specification (TS) attached in Annex 1
Preferred Currency of Quotation ³	<input checked="" type="checkbox"/> US dollar, inclusive of VAT
Deadline for the Submission of Quotation	3:30 Pm, 5 th March,2024

HQ: Meeraysane, 1st Aug, Garowe-Somalia
Horn.vision.org@gmail.com Website: www.hornvision.com

Documents to be submitted	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> At least 1 contract / PO for supply of similar goods is must.
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, HV may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	<input checked="" type="checkbox"/> Passing Inspection <input checked="" type="checkbox"/> 100% upon completion and satisfactory receipt of goods. <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements
Evaluation Criteria	<input checked="" type="checkbox"/> Lead Time; (25%) <input checked="" type="checkbox"/> Registration (30%) <input checked="" type="checkbox"/> At least 1 contracts /PO for supply of similar goods successfully performed in the last 2 years; (45%)
HV will award to:	<input checked="" type="checkbox"/> One and only one service provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> HV's institutional contract(Purchase Order)
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written Acceptance of completion of the services, based on full compliance with RFQ requirements
Annexes to this RFQ	<input checked="" type="checkbox"/> Technical Specification of good/Services (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) <input checked="" type="checkbox"/> General Terms & Conditions/Special Conditions (Annex 3) Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process
Contact address for Inquiries	Procurement Unit Horn.vision.org@gmail.com Written inquiries must be submitted mentioning RFQ Ref: HV/RFQ/02/2024, on or before 10:00 am, 15, March 2024.

	Inquiries received after the above date and time shall not be entertained.
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Services/Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of HV requirements.

The quotation that complies with all of the specifications and requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected.

Any offer that does not meet the requirements shall be rejected. Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by HV. The unit price shall prevail, and the full price shall be corrected. If the supplier does not accept the final price based on HV's re-computation and correction of errors, its quotation will be rejected.

After HV has identified the lowest price offer, HV reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than HV's own estimated cost if sourced from its own freight forwarder and insurance provider.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by HV after it has received the quotation. At the time of award of Contract or Purchase Order, HV reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum of twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of HV herein attached as Annex 3.

HV is not bound to accept any quotation, award a contract/Purchase Order, or be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

HV encourages every prospective vendor to avoid and prevent conflicts of interest by disclosing to HV 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.

HV implements a zero tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against HV, as well as third parties involved in HV activities.

Thank you and we look forward to receiving your quotation.

Sincerely yours,
Executive Director
Feb 25, 2024

Technical Specifications1

Items to be Supplied	Quantity	Description / Specifications of Goods	Delivery Date
Sewing Machines	29	Single needle lock stitch sewing machine (Brand: JUKI or BONAM, FRIENDZ or SINGAR, With their Tables and complete accessories	30/03/2024
Make & Saloon Kits	28	Kits Should contain (Hair Dryer, Complete Makeup, and Henna)	30/03/2024
Cooking Kits	10	Stoves, and Gas tanks with their pipes	30/03/2024
Electricity Kits	33	35 Pcs Electric Kits	30/03/2024

FORM FOR SUBMITTING SUPPLIER'S QUOTATION
(This Form must be submitted only using the Supplier's Official
Letterhead/Stationery)

We, the undersigned, hereby accept in full the HV General Terms and Conditions and hereby offer a bid for Sewing Machine Complete Set with Accessories and other supplies as per RFQ Reference No. HV/RFQ/02/2024:

TABLE 1:

Item#	Description	Quantity	Unit Price	Total Amount
1	Sewing Machines	29		
2	Makeup & Saloon Kits	28		
3	Cooking Kits	10		
4	Electric Kits	33		
Total				

General Terms and Conditions for Services

This RFQ is for Price and Lead time, and submitting responses to this RFQ is not a promise of future purchase orders. All RFQs are Indefinite Delivery / Indefinite Quantity (IDIQ) for the term Listed on the RFQ.

1. GENERAL. These provisions are standard for all HV RFQs.
2. SUBMISSION OF RESPONSES. All responses will be submitted for quotes on the RFQ Form. Quote responses must be received no later than the date and time indicated on the RFQ Form. All columns on the RFQ must be completed.
3. AMENDMENTS TO THE REQUEST FOR QUOTE. No amendments will be accepted on the RFQ Form.
4. NO BID. Suppliers desiring not to submit a quote should submit NO BID on the RFQ Form.
5. BASIS OF AWARD. Each line item is separately awardable. HV shall submit purchase orders as required to the overall lowest responsible and responsive vendor complying with the provisions of the Request for Quote. The following criteria may be considered

by HV in selecting the most advantageous quote: a) Conformance to specification; b) The quality of performance in previous Purchase Orders; c) Item pricing.

HV reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if the rejection of that quote is determined to be contrary to the best interest of HV.

6. SAMPLES. Samples of items, when required, must be furnished free of expense to HV and, upon request, be returned to the vendor at the vendor's expense. Samples of selected items may be retained for comparison purposes.