



Request for Quotations (RFQ)

Procurement of Promotional Materials Request for Quote Number: 2022-17 Issuance Date: August 17, 2022

JSI Research & Training Institute, Inc. (herein referred to as “JSI”) is (extending) soliciting quotations for **COVID-19 Promotional Material** for the USAID DISCOVER-Health project in Zambia. This procurement is funded by the United States Agency for International Development (USAID) and is subject to all applicable Federal Rules and Regulations and Provisions.

Quotation Submission Guidelines

Please submit quotations and accompanying documentation electronically as follows:

- Closing Date for Questions: **1st of September**
- Deadline for Receipt of Quotations: **4th of September**
- Submission to: rfq_discoverhealth2022@zm.jsi.com
- Point of Contact: Procurement Lead, JSI

Please submit your most competitive quotation in accordance with the instructions and product specifications. Any award issued as a result of this RFQ will be subject to all instructions, product specifications, certifications and terms and conditions included in this RFQ. This RFQ document includes

PART A: Cover Page
PART B: Instructions
PART C: Product Specifications & Requirements
PART D: Quotation Form
Attachment A: General Terms & Conditions
Attachment B: Certifications

JSI is committed to the highest standards of ethics and integrity in procurement. JSI has zero tolerance for fraud and strictly prohibits bribes, kick-backs, gratuities, and any other gifts in-kind or in monetary form. JSI also strictly prohibits collusion (bid rigging) between vendors and between vendors and JSI staff. JSI selects vendors on merit and will only engage vendors who demonstrate strong business ethics. Vendors must not participate in bid-rigging or attempt to offer any fee, commission, gift, gratuity or any compensation in-kind or in monetary form to JSI employees. Vendors who do so will be disqualified from doing business with JSI. Additionally, JSI has a conflict of interest policy that requires staff to disclose when there is a potential conflict of interest due to the staff-member's relationship with a vendor, and if necessary, to refrain from participation in a procurement involving that vendor. If at any time your organization has concerns that an employee has violated JSI policy, you may submit a report via JSI's Code of Conduct Helpline at: www.jsi.ethicspoint.com.

PART B: INSTRUCTIONS

Vendors should include the name and contact information of their point of contact for this procurement quotation. JSI reserves the right to not consider a quotation received after the deadline. Quotations shall remain valid for 60 calendar days from the deadline for receipt of quotation.

Quotation Requirements:

- i. Completed and signed Quotation form..
- ii. Proposed items must fully comply with the technical specifications and requirements as stated in Part C.
- iii. Picture of each item (or similar product).
- iv. Local suppliers must provide fixed price quotes for each line item in Kwacha.
- v. International suppliers can provide fixed price quotes for each line item in United States Dollars (USD) or South African (Rand).
- vi. Quotations must include insurance, shipping and handling cost for delivery, if any (all-inclusive basis) on a separate line item.
- vii. Please indicate all prices exclusive of VAT, Excise and other taxes.
- viii. Delivery Period: Date at which projects will be ready for shipment. Date of anticipated arrival. If shipping can not be provided, the vendor must state this along with an estimation of the total number of kilos and size of goods after packing.
- ix. In order to ensure quality standards and sturdiness of construction of certain items, JSI may request for a sample of each item.

X. Business Information:

- i. Valid business license/ certificate of incorporation.
- ii. Company Profile. This should include an overview of the company's experience in the supply of commodities or services stated in this RFQ.
- iii. **Completed and signed certifications (Part E).**
 - a. Representations and Certifications
 - b. Certification Regarding Debarment, Suspension, or Proposed Debarment
 - c. Certificate Regarding Site of Manufacture and Shipping

PART C: PRODUCT SPECIFICATIONS & REQUIREMENTS

Product & Service Specifications and requirements

JSI requests a quotation for items below. Please submit estimated cost for the items including branding (as per the attached art-work) on your company letterhead including estimated shipping cost and time up to Lusaka, Zambia. JSI prefers the final products to be shipped to Zambia no later than **September 22nd, 2022.**

No.	Description	Quantity	Unit of Measure
1	Bamper Sticker	15,000	each
2	Pencil Case	15,000	each
3	Bandana	10,000	each
4	Draw String Bag	10,000	each
5	Pencils	30,000	each
6	Pens	15,000	each
7	Wristbands	200,000	each

The offeror must complete the attached Quotation Template for all items and services quoted, to confirm meeting of requested specifications. Items must ship to:

JSI Research and Training Institute, Inc.
 USAID DISCOVER-Health
 Incito Office Complex
 Stand 45/D/REM 3-A/377 Warthog Road Kabulonga
 Lusaka

Offerors must state when items will be available to ship and estimated delivery date.

JSI is requesting quotations for the quantities listed, but reserves the right to adjust the final quantity in accordance with project needs.

PART D: QUOTATION FORM

The offeror may use a different format but must provide all information as required in this quotation form.

Offeror's Name and address:

Phone: _____ E-mail: _____

Item No.	Description of Goods/services	Unit	Quantity	Price		Est date available	Est. date of arrival to Lusaka, Zambia
				Unit Price	Total Price		
SUBTOTAL							
SHIPPING (Must Arrive Before September 5, 2022)							
VAT, Excise or Other Tax							
TOTAL							

Please note:

- Prices are to be stated in local currency (Zambian Kwacha) for local vendors and USD or South African Rand for international vendors.
- If phased production/delivery is possible, please quote according to phased approach.
- Please indicate all prices exclusive of VAT, Excise and other taxes.
- All goods/services offered must be suitable for use in Zambia.
- Estimated delivery time after placement of order.
- In case of discrepancy between unit price and total, the unit price shall prevail.
- Please include any applicable descriptions, information, or brochures for reference.