



## REQUEST FOR QUOTATION (RFQ)

Western Uganda FBO Network is implementing JISRA Program in Midwestern Uganda supported by Faith to Action Network  
The organization is seeking service providers for the following services in Kabarole, Kyenjojo, Ntoroko, Kamwenge, Kyegegwa, Bunyangabu, Kakumiro, Kagadi, Kasese and Kabarole Districts.

SERVICES	PARTICULARS	SPECIFICATIONS
Hotel services	Meals & refreshments for participants during dialogues.	Soft drinks (Water or juices/soda), Food stuff, tea/coffee and accommodation
Office supplies	Stationary and office equipment's accessories.	1. 2 Laptop Computers (Intel core i3, 4GB RAM, 1TB of storage.) 2. 1 video taking camera (Canon..... 3. Branding and visibility materials like Files, T-shirts. 4. Stationary (Pens, stickers, note books, files) Binders, Coloured ink and reams of paper 5. Projector (ACERX1126AH DLP, MODEL DSV1844). 6. Photocopying and printing services 7. Colored Printer (EPSON Model, latest for office)
Communication	SMART PHONES	TECHNO , SAMSUNG OR NOKIA BRANDS
Communication	Radio program and adverts.	Sport messages, Radio programs and announcements.
Monitoring, evaluation and learning website	Website	Monthly website update consultancy.
Fuel	Fuel	Fuel

**Note:** while preparing your quotation note that any delay in WUFBO's response shall be not used as a reason for extending the deadline for submission, unless WUFBO determines that such an extension is necessary and communicates a new deadline to the Proposers.

Services 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 WUFBO requirements. The quotation that complies with all of the specifications, 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 WUFBO.

The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on WUFBON's re-computation and correction of errors, its quotation will be rejected. After WUFBON has identified the lowest price offer, WUFBON 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 WUFBON'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 WUFBON after it has received the quotation.

At the time of award of Contract or Purchase Order, WUFBON reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five percent.

Service providers must be having TIN numbers as a must.

Existing service providers to lower local government for meals and refreshments + stationary are highly encouraged to apply provided they have previous experience and trust by the recommended district local government or District Interfaith hub.

Submit your quotations/invoices to;

The Procurement committee  
Western Uganda FBO Network  
P. O.BOX, 1003,Kyenjojo (Uganda)  
[Email.utopiauganda@gmail.com](mailto:Email.utopiauganda@gmail.com)