

WE PRACTICE PROCUREMENT WITH INTEGRITY.

EMAIL UNETHICAL BEHAVIOR TO SouthSudanSealedBid@Samaritan.org FOR CONFIDENTIAL REPORTING.

REQUEST FOR QUOTE NOTICE

Date: 29th December 2017

Deadline for submission of bids is January 18th 2018 before 5:00pm.

Samaritan's Purse
Juba, South Sudan, Hai Cinema next to
Quality Hotel, Old Juba Town Road.

E-mail: SouthSudanSealedBid@samaritan.org

Reference number: RFQ - Prequalification of Suppliers for the period between January – December 2018

Samaritan's Purse wishes to contract legally recognized, competent and professional firms in Juba to provide various materials and supplies for the period of January - December 2018. **(As per the below categories and attached RFQs)**

S/N	CATEGORY
S01	SPSS FRQ 2018 - Agricultural Supplies & Equipment
S02	SPSS FRQ 2018 - Construction & Hardware Materials
S03	SPSS FRQ 2018 - Food(Processed, Fresh & Vegetables)
S04	SPSS FRQ 2018 - Generator Parts
S05	SPSS FRQ 2018 - House Supplies
S06	SPSS FRQ 2018 - Office Supplies & Stationery
S07	SPSS FRQ 2018 - Printing & Visibility Materials
S08	SPSS FRQ 2018 - WASH Materials

WE PRACTICE PROCUREMENT WITH INTEGRITY.

All bids are received directly by the Tender committee. It is not possible to influence the decision or outcome except by offering the best value. No individual or group can influence this decision. No Samaritan's Purse employee will solicit you outside this tender except if you are being awarded this tender.

EMAIL UNETHICAL BEHAVIOR TO SouthSudanSealedBid@Samaritan.org FOR CONFIDENTIAL REPORTING.

Manner of Submission

- **By hand delivery** to Samaritan's Purse Juba office reception in a sealed envelope clearly marked with the specific category being tendered. Each category should be quoted separately and submitted in separate envelopes. Each bidder should **REGISTER** his/her **SUBMITTED BID** at the reception.
: ATTN: Tender Committee
- **By Email** to the Tender committee email: SouthSudanSealedBid@samaritan.org with the subject stating the category being tendered.

Sealing and Marking of Bids

- Hand Delivered bids shall be securely sealed in a plain envelope and dropped into the tender box located at the Samaritan's Purse office reception.
- **No other markings than stated above should be on the envelope. Not adhering to this practice will result in rejection.**

Communication

- **Bidders with questions regarding this notice should send them in writing to the email address: SouthSudanSealedBid@samaritan.org** Direct communication with Samaritan's Purse staff will result in disqualification. If questions remain unanswered, please submit with your bid for consideration by the committee.

Your bid MUST clearly indicate the following:

- Currency of offer in USD
- Net price after deduction of discounts:
- Number of days required for delivery in Juba:
- Validity Must be January 2018 – December 2018
- Detailed specifications (if different from stipulated specifications):
- Limitations

Conditions of bidding:

- Bids must be valid until end of December 2018
- Payment terms will be within 30 business days after receipt of goods and invoice, by Electronic bank transfer.
- A reference list with current contact information.
- Business Contact details including President/Owners of the company.
- Samaritan's Purse is not subject to VAT; therefore all offers should be exclusive of VAT costs.
- Meet the Deadline noted at top of RFQ.
- Provide proof of being a legally registered company in the country in which the bid is being submitted.
- Having a track record and experience in the requested Category.
- Ability and capacity to supply the specified quantities and deliver to Samaritan's Purse Juba office.
- Detailed knowledge of the Category bidding upon.
- All the bidding documents **MUST** be on the Company **LETTER HEAD** and **STAMPED**
- If submitting in an EMAIL format, **only** bids submitted **solely** to SouthSudanSealedBid@samaritan.org will be accepted.
 - Emailed Bids will be REJECTED if:
 - Another Samaritan's Purse email is in copy
 - Submitted separately to any other party.
 - Any coercive behaviour is suspected.
- NB: **No tender documents are to be requested from the office.** You only need to submit your quotation as instructed above. Speaking directly with Samaritan's Purse staff members can result in rejection of your bid.

Terms & Conditions:

- SAMARITAN'S PURSE accepts no responsibility and is under no obligation to reimburse applicants for the costs associated with preparation of their applications;
- Time of delivery is very important; the service provider should therefore indicate a reasonable time for delivering the vehicle and associated accessories, otherwise delay penalties will be strictly implemented and no time extension would be granted unless for reasons beyond the contractor's control
- SAMARITAN'S PURSE reserves the right to award the most qualified service provider (contractor) regardless of the lowest price submitted;
- Payment is upon delivery and after preliminary verification of the items specified above; their functionality and originality
- SAMARITAN'S PURSE reserves the right to award to more than one bidder or to reject all applicants and cancel the solicitation at any time.