

WE PRACTICE PROCUREMENT WITH INTEGRITY.

EMAIL UNETHICAL BEHAVIOR TO [SouthSudanSealedBid@Samaritan.org](mailto:SouthSudanSealedBid@Samaritan.org) FOR CONFIDENTIAL REPORTING.

FROM:

Samaritan's Purse International Relief  
South Sudan, Hai Cinema next to  
Quality Hotel, Old Juba Town Road.  
E-mail: [SouthSudanSealedBid@Samaritan.org](mailto:SouthSudanSealedBid@Samaritan.org)

**Date:** 1<sup>st</sup> August, 2018

**Subject:** RFQ for Catering and Housekeeping from September 2018 – August 2019 (12 months)

**Reference number:** JB JB40872/2018

Samaritan's Purse wishes to contract a legally recognized service provider (company) to procure and supply Catering and Housekeeping Services

**Manner of Submission:**

Please submit your tender in accordance with the requirements detailed below;

- **By hand delivery** to Samaritan's Purse Juba office in sealed enveloped clearly marked "**Catering and Housekeeping JB JB40872/2018**".
- **By Email** to the following address (Tender committee email): [SouthSudanSealedBid@Samaritan.org](mailto:SouthSudanSealedBid@Samaritan.org) with the email subject "**Catering and Housekeeping JB JB40872/2018**"

**Deadline for submission of bids is August 16<sup>th</sup> 2018 before 11:00am.**

S/N	TYPE/MODEL	QTY	DETAILED SPECIFICATION
1	Catering and Housekeeping	12 Months	See RFQ Addendum for Food and Housekeeping

**Your bid should 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 (12 months) from September 2018– August 2019
- Detailed specifications (if different from stipulated specifications):
- Limitations

**Sealing and Marking of Bids**

The Bidder shall enclose the bid in a plain envelope securely sealed, the envelope shall:

- Be addressed to the tender committee ( see above e-mail addresses), Juba office.
- Bear the bid reference number JB JB40872/2018 as subject of the bid category.
- No other markings should be on the envelope.
- The bidder will drop the envelope into a tender box located at the Samaritan's Purse office reception and shall register the company and name of the person dropping the envelope.

If all envelopes are not sealed and marked as required, the tender committee will reject the bid during the review time. Bidders with questions regarding this notice should send them in writing to the email address provided above.

**Conditions of bidding:**

- Bids must be valid until the end of August 2019.
- Payment terms will be within 15 business days after receipt of services and monthly invoice, by bank transfer/cheque only.
- A reference list with valid current phone numbers and emails.
- 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.
- Deadline for submission of bids is **16<sup>th</sup> August, 2018** before 5:00pm.
- NB: No tender documents are to be requested from the office. You only need to submit your quotation as instructed above.
- If submitting in an EMAIL format, only bids submitted solely to [SouthSudanSealedBid@Samaritan.org](mailto:SouthSudanSealedBid@Samaritan.org) will be accepted. If contacted directly by Samaritan's Purse, do not submit to the SP contacts email address.

**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;
- 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; 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.