

CALL FOR QUOTATION

Background

Action Africa Help International (AAH-I) is a nongovernmental and nonprofit making Organization operating in South Sudan with a mission to support disadvantaged Communities to sustainably improve their standard of living through Community empowerment approach in partnership with stakeholders. AAH-I implements Primary Health Care, Agriculture, Humanitarian aid projects and Capacity Building.

AAH-I South Sudan is sourcing for office space for its Country Office from reputable companies/individuals. AAH-I therefore, invites interested companies/individuals to make an offer based on the conditions stated in this call for quotations.

Requirements

1. Preferred locations are Tongping, Hai Malakal, Hai Cinema, and Airport Road.
2. The facility should be ready for occupation.
3. The facility should comprise of :
 - a. Approved building plan
 - b. Fire escape routes
 - c. The offices should be having secure locks.
 - d. All rooms should be fully air conditioned with adequate lighting (both window and electric lighting).
 - e. The space should accommodate about 60 work stations
4. Amenities required:
 - a. Water reticulation, borehole (water tested) and reservoir tank(s)
 - b. Good sewage reticulation system with well positioned large septic tank.
 - c. Power back up (Solar power) will be an added advantage
5. Vehicle parking area to accommodate staff and organization vehicles
6. Perimeter wall with emergency exit door to be at least 10ft high with strands of razor wire
7. Security Guards room,

Price and Currency: The monthly rate shall be in **United States Dollars (USD)**.

Submission of Quotes

The quotations shall be submitted in **Hard copies in sealed envelopes** ONLY there will be no submission of quotes in soft copies. Suppliers must adhere to this instruction to avoid inconveniences.

Submission Address

The bids shall be submitted to:

**AAH-I/UNHCR Logistic Base Juba South Sudan
Near JIT Supermarket, the envelope should be labeled
Read: Office Facility
AAH-I South Sudan.**

Registration for submission:

Please ensure that, you register your hand delivered quotation/bid with the Procurement department and drop it in the bid box yourself, before you leave the Procurement department. Unregistered quotation/bid will not be considered even if it is dropped in the tender box.

Request for clarifications

Any request for clarification must be made in writing through the email: procurement.southsudan@actionafricahelp.org, strictly and must be received not later than **Thursday the 31st January, 2019 at 12:00 pm Local Time.**

Deadline for the submission of the quotation

The deadline for the submission of the quotes will be strictly on **Monday the 4th February, 2019, at 12:00 pm Local Time.**

Notification of the results

Only the successful and competitive bidder will be notified, and if you do not receive email communication within two weeks after the expiry of the deadline, consider your bid not successful.

Language for the bids

The language for the bids shall be **English** only.

Disclaimer

This is only a Call for quotations and AAH-I South Sudan reserves the right to either amend or cancel it at any time with or without notice. In such cases, AAH-I South Sudan shall accept no liability whatsoever. The prospective bidder is wholly responsible for any and all costs related to the preparation and submission of their quotations.

The decision of the AAH-I South Sudan Procurement Review Committee shall be final.