



NOTICE INVITING QUOTATIONS/BIDS FOR LONG TERM OFFICE PREMISES LEASE

S/No	Particulars	Dates
1	Publishing Date	28 th May 2018
2	Bid/Quotation Submission End Date	17 th June 2018
3	Bid/Quotation opening Date	25 th June, 2018

Background:

War Child Canada South Sudan is registered with Relief and Rehabilitation Commission and is operational in Greater regions of Bhar el Gazal (Wau), Equatoria (Juba) and Upper Nile (Malakal).

War Child works with communities. War Child works with war-affected communities to help children reclaim their childhood through access to education, opportunity and justice.

War Child Canada has over 15 years of experience working in communities in conflict and post-conflict zones. All work is implemented in direct partnership with local communities, local NGOs and other stakeholders using a child-centered approach.

1.1 Size and number of Rooms required:

War Child Canada is currently looking for office premise/space for its operations and the building or space should be able to cater for:

- 10 rooms each room measuring at least 4 sq. meters,
- One conference/meeting hall
- One store space
- One kitchen space
- One Dining room
- Latrines at least 3 to 4 stances plus
- Parking Yard/Space for at least 5 Cars plus 2 motorbikes
- Space for installing internet VSAT/equipments
- Space for 500 liters Fuel tank
- Space for Perkins Generator

1.2 Other Requirements:

- Near or easy access to social amenities
- Near or close to main roads e.g. tarmac and marrums roads
- Must be close to the Airport
- Preferred Locations; Hai Malakal, Hai Jerusalem, Hai Cinema, Hai Thongpiny (near American residence) or areas less than three kilometers from Juba International airport
- Perimeter Wall fence of 2.5M to 3M high with barbed wires

1.3 General Terms & Conditions:-

- The building should have proper air conditioning facilities for proper functioning of IT infrastructure. Technical bid should specify total area, covered area, parking space, if available, location certificate of ownership along with right to rent the property, provision of electricity and any other detail renderer would like to furnish.
- The landlord will provide rooms or constructed cabins as per requirement at their own cost. Financial bids would be considered only after technical bid are found suitable as per the requirement of the department.
- The applicant should be ready to lease out the accommodation for minimum period of 2 years and all taxes in respect of building will be responsibility of the owner.
- The offer should contain a categorical statement from relevant engineering authorities that the premise being put on rent is assessed by relevant authorities and meets UN and or international standard with supporting documents or evident.

1.4 The Minimum Criteria for Prequalification will be as hereunder:

- a. The Applicant(s) should be the bonafide Owner(s) or Power of Attorney Holder(s) of Premises.
- b. The building should be constructed as per the sanctioned/approved plan of the competent development Authority. The building should be well maintained.
- c. The building should be free from special Hazards like fire, water logging, flood etc.
- d. Supply of adequate potable water round the clock should be available at the premises and appropriate approvals/sanction from the relevant authority.
- e. The landlord should clear all the outstanding charges (mortgages/ lease/easement/gift etc.) and pending dues (arrears of taxes / electricity/ telephone /water) and other statutory obligations of relevant departments as well revenue Authorities.
- f. The landlord should be in a position to give vacant possession of the premises immediately after carrying out necessary changes / alterations as required by the Office.
- g. The flooring of the office premises should be of vitrified tiles and necessary electrical fittings will be provided by the landlord as per agreed terms.
- h. Possession of Bank account numbers within South Sudan with the Premise owners' or company name

1.5 Documents of Prove Required

The Following documents should be attached with the bid/quotation;

- Documents for proof of ownership.
- Location map and building map from competent authority.
- Sketch plan drawn to scale.
- Photographs showing exterior as well as interior.
- Completion certificate from concerned authority.
- Permission to construct.
- Building use permission.
- Clearance certificates from all competent authorities including fire department for use as office premises conforming to the South Sudan Laws and regulations.

Document submission;

Hardcopy addressed to; Operation Department, War Child Canada, Tongping – Juba South Sudan

Email: betty@warchild.ca and cc otto@warchild.ca