

WE PRACTICE PROCUREMENT WITH INTEGRITY.

EMAIL UNETHICAL BEHAVIOR TO 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

Date: 15th December, 2016

Subject: RFQ for Catering and Housekeeping from January 2017 – December 2017

Reference number: SPSS/JBJB40453/2016

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 SPSS/JBJB40453/2016**".
- **By Email** to the following address (Tender committee email): SouthSudanSealedBid@Samaritan.org with the email subject "**Catering and Housekeeping SPSS/JBJB40453/2016**"

Deadline for submission of bids is January 15th 2017 before 5:00pm.

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 January 2017 – December 2017
- 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 SPSS/JBJB40453/2016 and 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 December 2017.
- 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 **January 15th, 2017** 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 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.