

## **REQUEST FOR QUOTES NOTICE**

*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:** 8<sup>th</sup> October, 2016

**Subject:** RFQ for Single Source Suppliers/Prequalification of Suppliers from November 2016 – December 2017

**Reference number:** SPSS/JBJB SSS/2016

Samaritan's Purse is searching for competent and professional firms in Juba to enter into a framework agreement for the supply of various materials and supplies.

### **Manner of Submission:**

Please submit your tender in accordance with the requirements detailed below, clearly specifying category being tendered.

- **By hand delivery** to Samaritan's Purse Juba office in sealed enveloped clearly marked "**RFQ for Single Source Suppliers (Category Tendered) from November 2016 – December 2017**".
- **By Email** to the following address (Tender committee email): [SouthSudanSealedBid@Samaritan.org](mailto:SouthSudanSealedBid@Samaritan.org)

**Deadline for submission of bids is October 21<sup>st</sup>, 2016 before 5:00pm.**

**Items Requested for Quote** – Various Categories Quotes valid for the months of November 2016 – December 2017. Each category should be quoted separately and submitted independently on company letterhead.

#	Categories
1	Cement
2	Construction Materials
3	Electricals
4	Food – Fresh Products
5	Food – Processed
6	Food – Vegetables
7	FSL Supplies
8	Generator Parts
9	Hardware Tools
10	House Supplies – Clothing & Detergents
11	House Supplies – General
12	House Supplies – Kitchen
13	Land Cruiser & New Holland Tractor Parts and Tyres
14	Lubricants
15	Medicine
16	Metals
17	Office Supplies
18	Printing & Embroidery

19	Quad & Motor Bike Parts
20	Timber
21	Tonners & Cartridges
22	WASH Supplies

**Attached is a separate list of items for each category.**

**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 November 2016 – 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/JBB SSS/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 goods and 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.
- Third Party vendors should not submit. Only valid companies for each category will be considered. All others will be removed from consideration.
- Deadline for submission of bids is **October 21, 2016** 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.