



Great Lakes Initiative

22nd July 2019

REQUEST FOR QUOTATION

Great Lakes Initiative (GLI) is a national, nonprofit organization committed to promote humanitarian aid and bring positive lasting change to South Sudan communities. GLI with funding from Islamic Relief Worldwide seeks reputable companies to participate in pre-qualification of supplies for the following items:

No	Item Description	Unit	Qty	Unit Price SSP	Total Price SSP
1	Biro pens	Pkt	1		
2	Note books	Dozen	1		
3	Notice board	Pcs	1		
4	Box files	Pcs	1		
5	Catridge 85A	Pcs	1		
6	Printing papers	Box	1		
7	Sticky notes	Pcs	1		
8	Office glue	Pcs	1		
9	Stapler	Pcs	1		
10	Staple pins	Box	1		
11	Paper clips	Box	1		
12	Paper pins	Box	1		
13	Envelopes A4	Pkt	1		
14	Envelopes A5	Pkt	1		
15	Envelopes DL	Pkt	1		
16	Spring files	Pcs	1		
17	Plastic folders	Pcs	1		
18	Scissors	Pcs	1		
19	Paper punch	Pcs	1		
20	Rulers	Pcs	1		
21	Pencils	Pkts	1		
22	Rubber	Pcs	1		
23	Staple pin remover	Pcs	1		
24	Cellotape	Pcs	1		
25	Masking tape	Pcs	1		
26	Flip chart	Pcs	1		
27	White board	Pcs	1		
28	Calculator	Pcs	1		
29	Cashbox – medium	Pcs	1		
30	Ledger/journeal	Pcs	1		





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31	Cashbook	Pcs	1		
32	Extension cables	Pcs	1		

The supplier should provide the following:

- Company Profile
- PIN
- Recommendation letters
- TCC
- Trade license
- The company must be registered in South Sudan with valid operating license.
- Provide a company profile with evidence of similar works

All prices must be in SSP and any changes must be made in writing to GLI at least one week in advance. The quotation documents should be delivered in GLI offices in Juba, Tongpiny, Along Catholic University Road, behind CMD, so as to reach the below not later than **29th July 2019 at 05:00 p.m.** bearing no indication of the tenderer or other marks should be addressed to;

**The Secretary,
Tender Committee,
GLI – Juba**

Note: *The lowest tenders are not necessarily considered. The tender committee reserves the right to reject any tender without giving reason(s) and does not bind itself to any tender. All prices must be valid for sixty (60) days. The prospective bidder is responsible for all costs related to the RFQ.*

