

**REQUEST FOR QUOTE NOTICE**

Deadline for submission of bids **July 1<sup>st</sup>, 2020 before 5:00pm.**

From: Samaritan's Purse.  
South Sudan, Hai Cinema next to  
Quality Hotel, Old Juba Town Road.  
E-mail: [SouthSudanSealedBid@samaritan.org](mailto:SouthSudanSealedBid@samaritan.org)

**Date: June 18<sup>th</sup>, 2020**

**Subject: JBJB416150- PR for Hotel services for the year 2020 /21**

Samaritan's Purse wishes to contract a legally recognized service provider (company) for Supply of **JBJB416150- PR for Hotel services for the year 2020 21** as specified below;

Item #	Qty.	Unit	Item Description	Unit Cost (USD)	Total Cost (USD)
1	1	LS	Hotel Lodging Rate-Bed Only		
2	1	LS	Hotel Lodging Rate-Bed & Breakfast		
3	1	LS	Hotel Lodging Rate Half Board		
4	1	LS	Hotel Lodging Rate-full Board		
5	1	LS	Conference Room & Service (100-250) Persons Per Day		
6	1	LS	Conference Room & Service (250-400) Persons Per Day		

**Manner of Submission**

Please submit your tender in accordance with the requirements detailed below,  
Either

**By hand delivery** to Samaritan's Purse Juba office, HAI CINEMA NEXT TO QUALITY HOTEL, JUBA TOWN ROAD in sealed enveloped clearly marked **JBJB416150- PR for Hotel services for the year 2020 21** OR **By Email to the following address (Tender committee email):** [SouthSudanSealedBid@samaritan.org](mailto:SouthSudanSealedBid@samaritan.org) with formal bid & additional supporting documentation indicated below. The subject line should be **JBJB416150- PR for Hotel services for the year 2020 21**

**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 address), Juba office
- Bear the bid reference number **JBJB416150- PR for Hotel services for the year 2020 21**
- And subject of the bid
- 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:**

Copying [SouthSudanSealedBid@samaritan.org](mailto:SouthSudanSealedBid@samaritan.org) Responses will be posted to the NGO Forum for all bidders.

**Your bid should clearly indicate the following:**

- Detailed specifications (if different from stipulated specifications):

- Limitations.

#### **Conditions of bidding:**

- Payment terms will be within 15-30 business days after receipt of goods and invoice, by Electronic bank transfer/checks.
- 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 July 1<sup>st</sup>, 2020 before **5:00pm**
- NB: **No tender documents are to be requested from the office.** You only need to submit your quotation as instructed above.
- You will be called to inspect the Packing lot after been short listed.
- Should be legally registered company.
- With a track record or experience of **Hotel services**
- Ability and capacity to supply the specified work to Samaritan's Purse Juba office SP field Office.
- If submitting in an EMAIL format, **only** bids submitted **solely** to [SouthSudanSealedBid@samaritan.org](mailto:SouthSudanSealedBid@samaritan.org) will be accepted.
  - Emailed Bids will be REJECTED if:
    - Another Samaritan's Purse email is in copy
    - Submitted separately to any other party.
    - Any coercive behaviour is suspected.

#### **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;
- Time of delivery is very important; the service provider should therefore indicate a reasonable time for supply upon receiving of Purchase Order (PO).
- SAMARITAN'S PURSE reserves the right to award the most qualified service provider (contractor) regardless of the lowest price submitted;
- Payment is upon completion of services based on the PO.
- 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.

## **Disqualification Criteria:**

- Any Supplier that fails to attach the following documentation with bid will be disqualified immediately;
  1. Copy of valid tax clearance.
  2. Copy of company incorporation certificate (Renewed). **Make sure to submit both sides.**
  3. The bid should have at least 6 months' quote validity with clear delivery lead time.
  4. Currency of offer should be declared with payment terms.
  5. Sign Samaritans Purse tender code of conduct and return it alongside quotations.
  6. Copy of minimum three purchase orders that reflect delivering the same category of supplies (**Hotel services**) to other organization.