

REQUEST FOR QUOTE NOTICE

Deadline for submission of bids **11th November 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

Date: November 2nd, 2020

Subject: PR JBB 416369 Printing and Embroidery Materials under Frame Work Agreement (FWA) for one (1) Year Subject to Performance and Funding Availability

Samaritan's Purse wishes to contract a legally recognized service provider (company) to supply **PR JBB 416369-Supply of printing and Embroidery materials** as specified below;

Item	Quantity	unit	Item Description	Unit price-USD	Total price-USD
1	1	Pcs	Banners-Colour Print on PVC material (1 Square Meter), with welded eyelets.		
2	1	Pcs	Banners-Colour Print on PVC material (2 x 1Meter), with welded eyelets.		
3	1	Pcs	Banners-Colour Print on PVC material (2 x 3.5Meter), with welded eyelets.		
4	1	Pcs	Banners-Colour Print on PVC material (3x2 Meter), with welded eyelets.		
5	1	Pcs	Bulk Photocopy A4 double sided - full color - 80 gsm bond		
6	1	Pcs	Bulk Photocopy A4 single sided- full color - 80 gsm bond		
7	1	Pcs	Bulk Printing A4 single sided-Black and White		
8	1	Pcs	Bulk Printing A4 double sided -Black and white		
9	1	Pcs	Bulk Printing A4 single sided-Full Colour 100gsm art		
10	1	Pcs	Bulk Printing A4 single sided-Full Colour 100gsm art, with lamination & Centre pinning		
11	1		Bulk Printing A4 Size Annual Report Book-20 Inner Pages, Full Colour 100gsm art, with lamination & Centre pinning		
12	1	Pcs	Bulk Printing A4 double sided -Full Colour 100gsm art		
13	1	Pcs	Bulk Printing A4 double sided on cardstock 200gsm- full Colour		
14	1	Pcs	Bulk Printing A4 single sided on cardstock 200gsm- full Colour		
15	1	Pcs	Bulk Printing A4 double sided on glossy Card 300gsm -		

			full Colour		
16	1	Pcs	Bulk Printing A4 single sided on glossy Card 300gsm - full Colour		
17	1	Pcs	Bulk Printing A5 double sided on cardstock 200gsm - full color		
18	1	Pcs	Bulk Printing A5 single sided on cardstock 200gsm- full color		
19	1	Pcs	Bulk Printing A3 double sided on glossy Card 300gsm		
20	1	Pcs	Bulk Printing A3 single sided on glossy Card 300gsm		
21	1	Pcs	Wire Binding per Book,A4,		
22	1	Pcs	Wire Binding per Book,A3		
23	1	Pcs	Sandal Stitch per book,A4		
24	1	Pcs	Calendar, A5 Size Table Calendar; Inner 12 Sheets full color - min. Qty - 500		
25	1	Pcs	Mechanic's Overalls, Screen Printed Logos(XL)		
26	1	Pcs	Mechanic's Overalls, Screen Printed Logos(XXL)		
27	1	Pcs	Mechanic's Overalls, Embroidered Logos(XL)- 2 logos		
28	1	Pcs	Mechanic's Overalls, Embroidered Logos(XXL)- 2 logos		
29	1	Pcs	Overall, screen printed with 2 logos		
30	1	Pcs	Apron, Screen printed with 2 logos		
31	1	50 Sets	NCR Books A3, 1 Colour 1 + 1 - minimum Qty 20		
32	1	50 Sets	NCR Books A3, 1 Colour 1 + 2 -minimum Qty 20		
33	1	50 Sets	NCR Books A3, 1 Colour 1 + 3 minimum Qty 20		
34	1	50 Sets	NCR Books A3, 1 Colour 1 + 4 minimum Qty 20		
35	1	50 Sets	NCR Books A4, 1 Colour 1 + 1 minimum Qty 20		
36	1	50 Sets	NCR Books A4, 1 Colour 1 + 2 minimum Qty 20		
37	1	50 Sets	NCR Books A4, 1 Colour 1 + 3 minimum Qty 20		
38	1	50 Sets	NCR Books A4, 1 Colour 1 + 4 minimum Qty 20		
39	1	50 Sets	NCR Books A5, 1 Colour 1 + 1 minimum Qty 20		
40	1	50 Sets	NCR Books A5, 1 Colour 1 + 2 minimum Qty 20		
41	1	50 Sets	NCR Books A5, 1 Colour 1 + 3 minimum Qty 20		
42	1	50 Sets	NCR Books A5, 1 Colour 1 + 4 minimum Qty 20		
43	1	Pcs	Printing of Cloth Flags 1x1.5M		
44	1	Pcs	Printing of Certificates/A4 Book Tittle		
45	1	Pcs	Polo Cotton T Shirts with Screen Printed Logos(S)- minimum Qty 100		
46	1	Pcs	Polo Cotton T Shirts with Screen Printed Logos(M) minimum Qty 100		
47	1	Pcs	Polo Cotton T Shirts with Screen Printed Logos(L) minimum Qty 100		
48	1	Pcs	Polo Cotton T Shirts with Screen Printed Logos(XL) minimum Qty 100		
49	1	Pcs	Polo Cotton T Shirts with Screen Printed Logos(XXL) minimum Qty 100		

50	1	Pcs	Polo Cotton T Shirts with Embroidered Logos(S) - 2 logos		
51	1	Pcs	Polo Cotton T Shirts with Embroidered Logos(M) 2 logos		
52	1	Pcs	Polo Cotton T Shirts with Embroidered Logos(L) 2 logos		
53	1	Pcs	Polo Cotton T Shirts with Embroidered Logos(XL) 2 logos		
54	1	Pcs	Polo Cotton T Shirts with Embroidered Logos(XXL) 2 logos		
55	1	Pcs	Polo Polyester T Shirts with Embroidered Logos(S)- minimum Qty 100		
56	1	Pcs	Polo Polyester T Shirts with Embroidered Logos(M) - minimum Qty 100		
57	1	Pcs	Polo Polyester T Shirts with Embroidered Logos(L) - minimum Qty 100		
58	1	Pcs	Polo Polyester T Shirts with Embroidered Logos(XL) - minimum Qty 100		
59	1	Pcs	Polo Polyester T Shirts with Embroidered Logos(XXL)- minimum Qty 100		
60	1	Pcs	Polyester T-Shirt- Embroided Polo		
61	1	Pcs	Polyester T-shirt Screen Printing Polo		
62	1	Pcs	Polyester T-shirt-Embroidered -Round Neck		
63	1	Pcs	Polyester T-shirt-Screen Printing -Round Neck		
64	1	Pcs	Posters (60cmx60cm)		
65	1	Pcs	Posters (60cmx44cm)		
66	1	Rim of 500 Pcs	Printing of Letter Heads - minimum Qty 4000		
67	1	Rim of 500 Pcs	Printing of PO Letter Head with Terms and Conditions at the back		
68	1	Pack of 100Pcs	Printing of standard Business cards(100 Pcs)		
69	1	Pcs	Printing of Caps - minimum Qty : 100 pcs		
70	1	Pcs	Register, 200Pages & 80GSM Bod Paper - B&W - minimum Qty : 50		
71	1	Pcs	Round Safari Hats with Embroidery - 2 logos		
72	1	Pcs	Round Neck Cotton T Shirts with Embroidered Logos(S) - 2 logos		
73	1	Pcs	Round Neck Cotton T Shirts with Embroidered Logos(M) 2 logos		
74	1	Pcs	Round Neck Cotton T Shirts with Embroidered Logos(L) 2 logos		
75	1	Pcs	Round Neck Cotton T Shirts with Embroidered Logos(XL) 2 logos		
76	1	Pcs	Round Neck Cotton T Shirts with Embroidered Logos(XXL) 2 logos		
77	1	Pcs	Round Neck Cotton T Shirts with Screen Printed Logos(S)		
78	1	Pcs	Round Neck Cotton T Shirts with Screen Printed		

			Logos(M)		
79	1	Pcs	Round Neck Cotton T Shirts with Screen Printed Logos(L)		
80	1	Pcs	Round Neck Cotton T Shirts with Screen Printed Logos(XL)		
81	1	Pcs	Round Neck Cotton T Shirts with Screen Printed Logos(XXL)		
82	1	Pcs	Stickers, 50x20cm Stickers on PVC Vinyl		
83	1	Pcs	Safari Jackets with Embroidery Logos- minimum Qty : 100		
84	1	Pcs	One additional embroidery logo		
85	1	Pcs	Reflective jacket		
86	1	Pcs	Formal cotton shirt with embroidery		

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 **PR JBB 416369 Printing and Embroidery**

OR

By Email to the following address (Tender committee email): SouthSudanSealedBid@samaritan.org with formal bid & additional supporting documentation indicated below. The subject line should be **PR JBB 416369 Printing and Embroidery**

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 **PR JBB 416369 Printing and Embroidery** as 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:

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.

Bid Disqualification Criteria:

Any Supplier that fails to attach the following documentation with bid will be disqualified immediately;

- **Attach a copy of valid tax clearance.**
- **Attach a copy of company incorporation certificate (Renewed). Make sure to submit both sides.**
- **Written confirmation that the bid has at least 12 months’ quote validity**
- **Written clear delivery lead time- Period to complete the work or number of days to complete this works/supply of printing and Embroidery Materials.**
- **Indicate currency of offer, should be United States Dollars (USD).**
- **Indicate clear terms of payment terms (30 days after delivery).**
- **Sign & Stamp Samaritans Purse tender code of conduct and return it alongside quotations.**
- **Submit copies of minimum three (3) purchase orders or contracts that reflect delivering the same category of product/services to other organizations between 2018 – 2020.**

Condition 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.
- NB: **No tender documents are to be requested from the office.** You only need to submit your quotation as instructed above.
- Should be legally registered company.
- With a track record or experience of **Supply of printed and embroidery materials.**
- 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** 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 behavior 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) otherwise delay penalties will be strictly implemented and no time extension would be granted unless for reasons beyond the contractor's control.
- SAMARITAN'S PURSE reserves the right to award the most qualified service provider (contractor) regardless of the lowest price submitted;
- 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.

