

**REQUEST FOR QUOTE NOTICE**

**Deadline for submission of bids September 1<sup>st</sup>, 2022 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: August 23<sup>rd</sup>, 2022**

**Subject: PR JBBB 22223 FWA for Clearing & Forwarding Agent.**

Samaritan's Purse wishes to contract a legally recognized service provider (company) for Services of **Clearing & Forwarding** as specified below:

S.N.	Qty.	Unit	Item Description	Unit Cost (USD)	Total Cost (USD)
1	1	Each	Exemption Processing		
2	1	Truck	Clearing of Lorries Humanitarian goods under exemption into SS by Road Nimule		
3	1	Truck	Clearance of Lorries Humanitarian goods under exemption into SS by Road Through Kaya		
4	1	Unit	Clearance of Tax exempted newly purchased vehicles into SS by Road through Nimule		
5	1	Unit	Clearance of Tax exempted newly purchased vehicles into SS by Road through Kaya		
6	1	AWB	Parking per (Clearing rate 3000/450)		
7	1	Kg	Clearance of Tx Exempted Shipment Through Juba International Airport (Food, NFIs Auto, etc)		
8	1	Kg	Airport Handling Charges		
9	1	Kg	JIA Storage Charges		
10	1	Kg	JIA Blockers/Loading per Kg		
11	1	Kg	JIA Warehouse Maintenance		
12	1	Kg	Crane/Forklift Charges		
13	1	Kg	Transportation from Juba Airport-SP Warehouse		

**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 JBBB 22223 FWA for Clearing & Forwarding Agent.**

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 **PR JBB 2223 FWA for Clearing & Forwarding Agent.**

### **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 2223 FWA for Clearing & Forwarding Agent** 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:**

Copying [SouthSudanSealedBid@samaritan.org](mailto:SouthSudanSealedBid@samaritan.org) Responses will be shared from the same email address.

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

- Detailed specifications (if different from stipulated specifications):
- Limitations.
- Mode of payment, terms & conditions.

### **Disqualification Criteria:**

- Any Supplier that fails to attach the following documentation with bid will be disqualified immediately;
  1. Copy of valid tax clearance certificate.
  2. Copy of company incorporation certificate (Renewed). **Make sure to submit both sides & stamped.**
  3. The bid should have at least **18** months' quote validity with clear delivery lead time.
  4. Currency of offer should be USD with clear terms of payment terms.
  5. Sign & Stamp Samaritans Purse **tender code of conduct** and return it alongside quotations.
  6. Copy of minimum three purchase orders or contracts that reflect delivering the same category of **Clearing & Forwarding** to other organization since 2018 – 2022.

### **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.
- 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 **Clearing & Forwarding 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.
    - Failure to meet selection criteria indicated below( Marked Red)

### **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 of service 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.