



ADVENTIST DEVELOPMENT AND RELIEF AGENCY (ADRA)  
MUNUKI SDA CHURCH COMPOUND, OFF KUWAIT ESTATE,  
JUBA SOUTH SUDAN  
DATE: 08<sup>th</sup> OCT, 2025

## INVITATION TO BID (EMMERGENCY PROCUREMENT)

### ORGANIZATION BACKGROUND

The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh-day Adventist church which has been in operation for over 60 years. Through an international network, ADRA delivers relief and development assistance to individuals in more 130 countries----- regardless of their ethnicity, political affiliation, or religious association. By partnering with communities, organizations, and governments. ADRA is able to improve the quality of life of millions through 9 impact areas namely: Livelihood and Agriculture; Children; WASH, Community Health; Disaster Response; Economic Growth; Hunger and Nutrition; Social Justice and Gender Equity

For over 37 years, ADRA South Sudan has been making a difference in individual's lives in one of the most difficult contexts in the world in both development and emergency contexts. In South Sudan, we implement programs in six thematic program areas of Education, Primary Health Care, Emergency Response and Integrated programming, including livelihoods and Agriculture; HIV/AIDS; WASH; economic empowerment and gender.

ADRA South Sudan through its Protection project is calling for quotations from refutable companies to construct Toilets in Malakal (Upper Nile State) as specified in the BOQ and Blue print attached.

**KEY INFORMATION TO BIDDERS:** PLEASE FOLLOW THE GUIDANCE ON THE RFQ, BOQ and BLUE PRINT ATTACHED.



s/n	Item Description	Qty	Unit
1	Construction of Metallic Septic Tank and Superstructure Latrines (TOILETS) in Malakal County of Upper Nile State	100	Units

NOTE:

1. The successful vendor is expected to be responsible for transportation of all the necessary construction materials to the constructions sites to ensure timely completion of this activity.

**DATELINE:** Strictly on 13<sup>th</sup> October, 2025 at 4:00 PM local time

#### **SUBMISSION AND REQUIREMENTS**

Vendors shall enclose all relevant legal registration documents which should include latest bank statement, valid Tax clearance certificate, certificate of incorporation, Evidence of previous experience of operating/construction related activity in Malakal, etc in a well-sealed envelope. Ensure to register your hand delivered quotation/bids with procurement before you leave. Only successful and competitive bidder will be notified. ADRA deserve the right to either amend or cancel this quotation with or without notification. The prospective bidder is entirely responsible for any cost related to the preparation and submission of their quotations.

The envelope shall bear the warning “Not to be open before the time and date for bid opening”. ADRA South Sudan will not assume responsibility of any **UNSEALED** and **UNMARKED** envelope if misplaced and will be rejected by the committee.

Online tenders should be submitted to: [tender@adrasouthsudan.org](mailto:tender@adrasouthsudan.org), coping [logisticofficer@adrasouthsudan.org](mailto:logisticofficer@adrasouthsudan.org), and [bkhamis@adrasouthsudan.org](mailto:bkhamis@adrasouthsudan.org).

Hand delivered bids should be submitted to our office in Malakal, at the Humanitarian Hub. While in Juba the tenders can be submitted at our HQ office in Munuki SDA Church Compound.

The language for the bids shall be **ENGLISH** only.

**FOR ANY CLARIFICATION OR INQUIRY, contact, ADRA South Sudan Head Office**

Juba Munuki SDA Church Compound.

Wani James Joseph  
Operations Specialist  
ADRA South Sudan





ADRA SOUTH SUDAN  
QUOTATION REQUEST FORM

Request for quote# \_\_\_\_\_

Date 08/10/2025

Dear Sir/Madam:

ADRA is seeking quotation for the procurement of items/services listed in product "specification" below. Quotation from qualified vendors will be evaluated based on criteria listed established by ADRA including but not limited to, price, quality of goods, delivery, service/support, if applicable. ADRA reserves the right to accept or reject any and all bids. We would appreciate it if you could provide us with quotations for the items mentioned below. Specify additional information, if necessary.

Thank you in advance.

Supplier's Name: \_\_\_\_\_ Date: \_\_\_\_\_ Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Line item	Date required	Item Description	Qty	Unit	Unit/ Price	Total
1	13/10/2025	Construction of Metallic Septic Tank with Superstructure Latrines (TOILETS) in Malakal County of Upper Nile State	100	Units		
TOTAL:						



Remarks: \_\_\_\_\_

Total Amount in Words: \_\_\_\_\_

*Quotation Valid Until (Date):* \_\_\_\_\_

*Vendor's requested payment terms:* \_\_\_\_\_

*Delivery period:* \_\_\_\_\_


*Vendor's Authorized Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Vendor's Stamp*



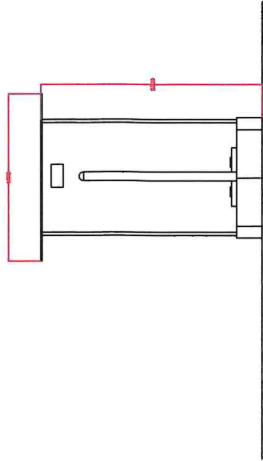
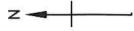


		Project	Protection Project		
		Location	Malakal, Upper Nile State		
Proposed Construction of Metallic Septic Tank and Superstructure Latrine					
	Design parameters: Population=6 plus,Design life=5 and disludging Duration=10 months, filling rate=60 l/p/m. Septic tank size 1.22*1.22*2.44 Heptagonal shapes with side length=0.61 (Circular also applicable for this BOQ)				
S/N	Item Description	Unit	Quantity	Rate (USD)	Amount (USD)
A	Site Preparation				
	Site preparation includes cutting down tall grasses, shrubs, removal of old scraps and carting away, digging of the pit and making sites good after construction	L/S	1		
	SUBSTRUCTURE				
B	Fabrication of MS Septic tank (Materials and Labor)				
1	MS plate 2 mm, Size: 2.44 * 1.22 m	PCs	5.00		
3	Metal bar-D10 mm,12 m long	PCs	3.00		
4	Welding Rod	Pkt	1.00		
5	Cutting Disk	PCs	1.00		
6	Oil paint, 4 Ltr tin	Tin	1.00		
7	Brushes, 4" 2"	PCs	2.00		
	Total cost Septic tank				
C	Masonry				
1	Cement	bags	0.90		
2	Sand	M3	0.07		
3	Red bricks	PCs	270.00		
	Total Cost for Masonry work				
D	Slab				
1	Cement	Bag	0.50		
2	Sand	M3	0.02		
3	Aggregate	M3	0.04		
4	DPM	M2	0.25		
5	Wire Mesh (2.44 * 1.22)	M2	0.25		
6	Vent pipe-PVC pipe D(4'')110 mm,6 m long	lm	4.50		
7	Vent pipe cover 4"	PCs	1.00		
	Total Cost for Slab work				
	SUPERSTRUCTURE				
	1.22*1.22 m with height of 2300 mm sloping to 2000 mm				

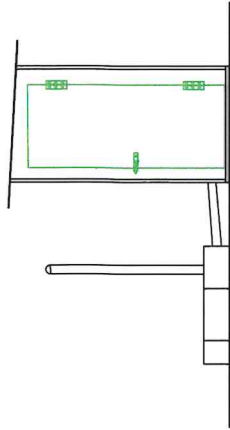


<b>E</b>	<b>Construction of latrine shelter</b>				
1	4*2 Softwood timber	PCs	5.00		
2	2*2 Softwood timber	PCs	5.00		
3	Local poles(100 mm thick, 3 m long)	PCs	8.00		
4	Bamboo(10 PCs)	Bundles	4.00		
5	Thin poles(10 PCs)	Bundles	3.00		
6	CGI Ironsheet 28 G	PCs	3.00		
7	Rubber washer	Pkts	0.50		
8	Assorted Nails	Kg	4.50		
9	Roofing Nails	Kg	0.50		
10	3" Steel hinges	PCs	3.00		
11	3" tower bolt	PCs	1.00		
12	3" padbolt/latch	PCs	1.00		
	<b>Total Carried to Superstructure</b>				
	<b>Total Cost for materials</b>				
	<b>30% Labour cost to include:</b> digging of pit, pit lining, structural frame works and cladding roofing till latrine completion.				
	<b>Total construction cost of one latrine</b>				

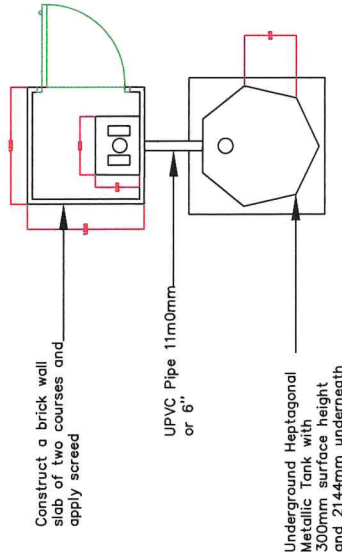




Southern Elevation



Eastern Elevation



Latrine Layout

### Notes

- All the dimensions are in mm unless stated otherwise
- The squatting area (Platform) is 500mmx500mm and 450mm high
- The vent pipe is made of PVC of 4" or 110mm
- The Door is made of Iron Sheet of 800mmx1800mm
- The Roofing is CGI G28
- DPM should be laid before floor screeding
- The Roof is made of 2x2" purlins and 4x2" Rafter

Project: 805 UNHCR

Project Title: Individual Household Latrines (IHLs)

Latrine Layout and Elevation Views

Hai Matar Latrine Design

Date: 1/11/2024

Location: Malakal

Scale 1:100