

**REQUEST FOR QUOTE No. RFQ-JUB-2021-0018****PROVISION OF OFFICE SPACE FOR DT GLOBAL IN JUBA**

Buyer Name: **DT Global South Sudan**

Address: **Kololo Road, Plot No. 57, Block Number 3K South, Tong Ping, Juba, South Sudan**

Email: [shejehsalam-procurement@dt-global.com](mailto:shejehsalam-procurement@dt-global.com)

Issue date: **July 28, 2021,**

**Submission deadline: August 13, 2021**

**Description of the required Office Space**

DT Global is looking to rent an approximately **400 to 500 m2** of usable office space

Within the above-mentioned size of 400 to 500 m2, the space should have a large enough room that could be used as a Conference room. Our estimate of the size of the Conference Room is between 30 and 40 m2.

The Facility should have safe room which can accommodate up to 40 pax. Alternatively, depending on the location of the conference room area, this space (or any other suitable space) could be secured to act as a safe room.

The offered office space should ideally be secured with perimeter wall, built of bricks, at least 2 meters high, secured with razor wires on top, with interior vehicle parking space.

The offered space should have a safe and secured parking space for at least 10 vehicles.

The offered space should have at least 5 individual toilets.

The offered space should have a kitchen and small storage space. The size of the storage space is estimated to be around 10 m2.

Preferably, the office space would be in a multistory building, however DT Global reserves the right to look at single story buildings as well.

The offered space should be (either currently or before Lease Agreement signature) insured by the landlord with a multi-risk insurance policy, to cover any damage to the property (fire, flooding, storms, lightning, earthquakes, etc...) as well as to protect the company's business from third-party liability to the neighboring property(ies) (if applicable). DT Global will take no responsibility for any damages to the property or any third-party during the course of the lease.

The offeror should state if the offered space has any additional systems already available and operational on site (for example, CCTV or LAN network cables, Magnetic Card Access systems, etc...)

The lease period is for: **One Year, renewable**

Price should be **quoted in USD and per square meter**. The total lease amount per month could be given as an indicative, however, the price per square meter will be evaluated.

**Price should be all-inclusive** and consist of property maintenance and the cost of all utilities (electricity, water, sewerage, garbage collection, etc), as well as property taxes or any current or future government levied taxes on the property.

DT Global will also withhold, in line with the current legal requirements in South Sudan, 20% rental withholding tax, and will pay it directly to the National Revenue Authority on behalf of the landlord.

### **PLEASE SUBMIT OFFER ON YOUR LETTERHEAD**

#### **Instructions to Offerors:**

- **Submission Deadline:** Final submissions will be due no later than **August 13, 2021; 12:00 hrs. (South Sudan, UTC+3 Time zone)** submitted to [shejehsalam-procurement@dt-global.com](mailto:shejehsalam-procurement@dt-global.com) **ONLY!**
- **Mandatory Site Visit:** DT-Global Team will conduct site visit to the building premise/s which meets the required dimensions. Those escorting DT Global staff for the site visits are required to adhere to COVID-19 measures.
- **Question & Answers:** Questions regarding this RFQ should be submitted to [shejehsalam-procurement@dt-global.com](mailto:shejehsalam-procurement@dt-global.com) no later than **August 5, 2021 – 17:00 hrs (South Sudan, UTC+3 Time zone)**. DT Global will make efforts to answers all questions within 24 hours.

DT Global will not respond to questions pertaining to this RFQ over the phone. DT Global will not in any way assist Offerors in preparing their bids nor reimburse any bid preparation costs incurred by the Offeror.

**Mandatory Submission Requirements:** Failure to meet the below requirements may lead to disqualification.

1. Bidder must submit quotation specifying.
  - a. **Payment Terms, and**
  - b. **Price Validity Period.**
2. Bidder must submit valid copies of:
  - a. **Property ownership legal documents (Title of Property)**
  - b. **Copy of the building permit for the said property**
  - c. **If the offeror is a company**
    - i. **Company Registration document,**
    - ii. **Tax identification number certificate,**
    - iii. **Current, valid tax clearance certificate,**
    - iv. **Operational License,**
    - v. **List of three top level executives / shareholders of the company.**
  - d. **If the offeror is a physical person, copy of the National ID and/or Passport**
  - e. **Detailed office location,**
  - f. **Copy of Insurance Certificate for the property (or if the property is currently not insured, a statement that insurance will be obtained immediately upon conclusion of negotiations and prior to signing the lease),**
  - g. **Pictures – of the 4 outside sides of the building and the immediate neighbors, as well as pictures from the inside of the building.**

3. Bidder shall provide **DUNS number**. If the bidder does not have DUNS number, they will need to apply and obtain one prior to signing the Lease Agreement.
4. Reference list of previous occupants of the said property and their contact information.
5. Bidder must submit USD Bank Account Details (Issued on a Bank Letterhead with Company Name, Bank name, Bank Address, Account number, Bank branch name and SWIFT code)
6. Quotation and required documentation shall be in English Language.

This request for quote does not constitute an order. Buyer will not pay offer preparation costs. Buyer may accept other than the lowest priced offer based on “best value”. Buyer reserves the right to reject offers (a) received after the date and time specified, (b) not responsive to the solicitation, (c) with unbalanced line-item pricing, or (d) from vendors restricted from doing business with the U.S. Government.

Eligible submissions will be evaluated based on the following technical criteria.

- The Property has the required size
- Property is well secured and in a secure area of Juba Town
- There is a sufficient and secure parking space
- The office space has sufficient individual units to accommodate DT Global needs
- The property has continuous connection to electricity and water

Notwithstanding the terms of this Request for Quotes, offeror acknowledges that DT Global reserves the right to reject any or all Quotes for whatever reason DT Global determines, in its sole discretion, to be in its best interests. Offeror further acknowledges that DT Global may, for whatever reason, waive any or all formalities and terms of this Request for Quote and that nothing in the terms of this Request for Quote shall give rise to any claim or cause of action, including without limitation any claim for breach of implied-in-fact contract to treat Quotes in accordance with the terms herein.

The following apply to this Request for Quote:

- ☒ Tax Exempt, as provided
- ☒ Prime Contract Flow Downs as provided in Mandatory Flow Downs

Terms and Conditions:

- ☒ Terms and Conditions—Commercial

Representations and Certifications:

- ☒ Vendor Business Registration/Representations and Certifications—Commercial

### **Background:**

DT Global South Sudan was selected by USAID to implement the 5-Year SHEJEH SALAM Activity in South Sudan, commencing on September 30, 2020. SHEJEH SALAM Activity will help USAID/South Sudan process toward its overall goal to strengthen the foundation for a more self-reliant South Sudan by empowering citizen and community actors who have been deeply affected by current conflict.

To realise the above objectives, DT Global South Sudan is therefore calling for qualified, competent supplier/vendor to participate in competitive bidding. In most of the procurement processes DT Global South Sudan ensures that competitive prices and value for money is obtained by way of “Competitive Negotiated Procedure.