

**REQUEST FOR QUOTE NOTICE**

Deadline for submission of bids **April 23<sup>rd</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: April 14<sup>th</sup>, 2020

**Subject:** RFQ 61786 for Generators

Samaritan's Purse wishes to contract a legally recognized service provider (company) for Supply of Generator services as specified below;

Item #	Qty	Unit	Part #	Item Description	Unit Cost (USD)	Total Cost (USD)
1	1	Pc	13 KVA	WILSON PERKIN 13KVA		
2	1	Pc	KH-8000T3	KINGS MAX KH-8000T3		
3				Total-USD		

**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 **MYJB 61786- Generator for Mayendit Office**

OR **By Email to the following address (Tender committee email):** [SouthSudanSealedBid@samaritan.org](mailto:SouthSudanSealedBid@samaritan.org) with the email subject **MYJB 61786-Generator for Mayendit Office**

**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

**MYJB 61786-Generator for Mayendit Office**

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:**

- Currency of offer -USD
- Net price after deduction of discounts:
- Number of days required for delivery of the materials in Juba SP warehouse:
- Validity of the offer Should be min **3 months**
- Detailed specifications (if different from stipulated specifications):
- Limitations.

**NOTE: Tax and Duty inclusive**

**Conditions of bidding:**

- Bids must be valid for minimum **3 months**
- Payment terms will be within **15-30** business days after receipt of goods and invoice, by Electronic bank transfer/checks.
- A reference list.
- Sign SP tender code of conduct and return it alongside quotations.
- 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 **April 23<sup>rd</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.
- Should be legally registered company.
- With a track record or experience of **supply of construction materials**
- Ability and capacity to supply the specified quantities above and deliver 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 and installation upon receive of 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;
- Payment is upon delivery of the construction materials in Juba SP warehouse.
- 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.

**Important:**

**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 registration certificate (Renewed).

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. Copy of signed supplier code of conduct.
6. Copy of minimum three purchase orders that reflect delivering the same category of supplies to other organization.