

WE PRACTICE PROCUREMENT WITH INTEGRITY.
EMAIL UNETHICAL BEHAVIOR TO ssrfq@Samaritan.org FOR CONFIDENTIAL REPORTING.

FROM:

Samaritan's Purse International Relief
South Sudan, Hai Cinema next to
Quality Hotel, Old Juba Town Road.
E-mail: ssrfq@Samaritan.org

Date: 09th January, 2020

Subject: Tender for FWA for Provision of Courier Services

Reference number: JUBA-KAMPALA-NAIROBI-JUBA-KAMPALA-JUBA

Samaritan's Purse wishes to contract a legally recognized Courier services provider (company) to provide Courier Services

Manner of Submission:

Please submit your tender in accordance with the requirements detailed below;

- **By hand delivery** to Samaritan's Purse Juba office in sealed enveloped clearly marked "Tender for FWA for Provision of Courier Services"
- **By Email** to the following address (Tender committee email): ssrfq@Samaritan.org with the email subject "Tender for FWA for Provision of Courier Services"

Deadline for submission of bids is 17th January, 2020 before 5:00pm.

Item no.	Description	UNIT	QTY	UNIT PRICE (USD)	TOTAL AMOUNT (USD)
1	Parcels/Letters	Envelopes	1		
2	Parcels(0.5-2Kg)	Bags	1		
3	Cargo (2-5Kg)	Bags	1		
4	Cargo (5-10Kg)	Bags	1		
5	Cargo (above 10Kg) specify the rate	Bags	1		
6	Valuable items (Electronics, like Laptops, Cameras, Phones, TVs & Radios				
7	Other chargeable categories, specify the services & rates				

Your bid should clearly indicate the following:

- Currency of offer in USD
- Net price after deduction of discounts:
- Number of days required for delivery of service from Juba, Kampala, Nairobi, Juba, Kampala & Juba.
- Validity Must be 1 year(365 days)
- Detailed specifications (if different from stipulated specifications):
- Limitations

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 addresses), Juba office
- Bear the bid reference number "Tender for FWA for Provision of Courier Services" and subject of the bid category
- 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 provided above.

Conditions of bidding:

- Bids must be valid until 365 days.
- Payment terms will be within 30 business days after receipt of services and monthly invoice, by bank transfer/cheque only.
- A reference list with valid current phone numbers and emails.
- 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 17th Jan, 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.
- If submitting in an EMAIL format, only bids submitted solely to ssrfq@Samaritan.org will be accepted. If contacted directly by Samaritan's Purse, do not submit to the SP contacts email address.

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;
- SAMARITAN'S PURSE reserves the right to award the most qualified service provider (contractor) regardless of the lowest price submitted;
- Payment is upon delivery and after preliminary verification of the items specified; their functionality and originality;
- 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.