

**REQUEST FOR QUOTE NOTICE**

Deadline for submission of bids May 11<sup>th</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 29<sup>th</sup>, 2020**

**Subject: RFQ PR JBB 41549 for Charter Flight.**

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

Item #	Qty	Unit	Part #	Item Description	Unit cost (USD)
1	1	Routing	1MT	JUBA-YIDA-JUBA 1MT	
2	1	Routing	1MT	JUBA-AJOUNGTHOK-JUBA 1MT	
3	1	Routing	1MT	JUBA-MABAN-JUBA 1MT	
4	1	Routing	1MT	JUBA-AKUEM-JUBA 1MT	
5	1	Routing	1MT	JUBA-MAYENDIT-JUBA 1MT	
6	1	Routing	1MT	JUBA-AGOK-JUBA 1MT	
7	1	Routing	1MT	JUBA-YIDA-AJOUNGTHOK-JUBA 1MT	
8	1	Routing	1MT	JUBA-AJOUNGTHOK- MABAN-JUBA 1MT	
9	1	Routing	1MT	JUBA-MAYENDIT-THAKER-JUBA 1MT	
10	1	Routing	1MT	JUBA-MAYENDIT-THAKER- MAYENDITJUBA 1MT	
11	1	Routing	2MT	JUBA-YIDA-JUBA 2MT	
12	1	Routing	2MT	JUBA-AJOUNGTHOK-JUBA 2MT	
13	1	Routing	2MT	JUBA-MABAN-JUBA 2MT	
14	1	Routing	2MT	JUBA-AKUEM-JUBA 2MT	
15	1	Routing	2MT	JUBA-MAYENDIT-JUBA 2MT	
16	1	Routing	2MT	JUBA-AGOK-JUBA 1MT	
17	1	Routing	2MT	JUBA-YIDA-AJOUNGTHOK-JUBA 2MT	
18	1	Routing	2MT	JUBA-AJOUNGTHOK- MABAN-JUBA 2MT	
19	1	Routing	2MT	JUBA-MAYENDIT-THAKER-JUBA 2MT	
20	1	Routing	2MT	JUBA-MAYENDIT-THAKER- MAYENDITJUBA 2MT	
21	1	Routing	6.5MT	JUBA-YIDA-JUBA 6.5MT	
22	1	Routing	6.5MT	JUBA-AJOUNGTHOK-JUBA 6.5MT	
23	1	Routing	6.5MT	JUBA-MABAN-JUBA 6.5MT	
24	1	Routing	6.5MT	JUBA-AKUEM-JUBA 6.5MT	
25	1	Routing	6.5MT	JUBA-MAYENDIT-JUBA 6.5MT	
26	1	Routing	6.5MT	JUBA-AGOK-JUBA 6.5MT	

27	1	Routing	6.5MT	JUBA-YIDA-AJOUNGTHOK-JUBA 6.5MT	
28	1	Routing	6.5MT	JUBA-AJOUNGTHOK- MABAN-JUBA 6.5MT	
29	1	Routing	6.5MT	JUBA-MAYENDIT-THAKER-JUBA 6.5MT	
30	1	Routing	6.5MT	JUBA-MAYENDIT-THAKER- MAYENDITJUBA 6.5MT	

### **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 JBB 41549 for Charter Flight.

**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 41549 for Charter Flight.

### **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 41549 for Charter Flight.

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:**

- Detailed specifications (if different from stipulated specifications):
- Limitations.
- DDP

### **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.
- Deadline for submission of bids is **May 11<sup>th</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 charter flights.
- 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 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;
- Payment is upon completion of flight time based on the PO.
- 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.

**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). **Make sure to submit both sides.**
  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. Sign SP tender code of conduct and return it alongside quotations.
  6. Copy of minimum three purchase orders that reflect delivering the same category of supplies to other organization.