

REQUEST FOR QUOTE NOTICE

Deadline for submission of bids is September 16, 2020

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

Date: September 8th, 2020

Subject: PR KEKE 10474 Nairobi Taxi Services for 2020 – 2021

Samaritan's Purse wishes to contract a legally recognized service provider (company) for Supply of **Nairobi Taxi Services** as specified below;

Item #	Qty	Unit	Item Description	Unit Cost (USD)
1	1	Route	JKIA-Samaritan Purse-SP Office	
2	1	Route	JKIA-DONHOLM	
3	1	Route	JKIA-UMOJA	
4	1	Route	JKIA-UTHIRU	
5	1	Route	JKIA-RONGAI	
6	1	Route	JKIA-MATASIA	
7	1	Route	JKIA-NRBI TOWN AREA	
8	1	Route	JKIA-MLOLONGO	
9	1	Route	JKIA-KAREN	
10	1	Route	JKIA-PANGANI	
11	1	Route	JKIA-HURLINGHUM	
12	1	Route	JKIA-SYOKIMAU	
13	1	Route	SP-ADAMS	
14	1	Route	SP OFFICE - WESTLANDS	
15	1	Route	SP OFFICE - INDUSTRIAL AREA	
16	1	Route	SP OFFICE - JUNCTION	
17	1	Route	SP OFFICE - KCB SOUTH SUDAN EMBSSY	
18	1	Route	SP OFFICE - GALERIA	
19	1	Route	SP OFFICE - RUAKA	
20	1	Route	SP OFFICE - KIJABE	
21	1	Route	SP OFFICE - YAYA	
22	1	Route	SP OFFICE - KASUKU	
23	1	Route	SP OFFICE - METHODIST GH	
24	1	Route	SP OFFICE - CLASSIC GH	
25	1	Route	SP OFFICE - GRAMO SUITES	
26	1	Route	SP OFFICE - NRBI TOWN AREA	
27	1	Route	SP OFFICE - WILSON AIRPORT	
28	1	Route	SP OFFICE - LAVINGTON	
29	1	Route	SP OFFICE - ABC PLACE	

30	1	Route	SP OFFICE - SARIT CENTRE	
31	1	Route	SP OFFICE - VALLEY ARCADE	
32	1	Route	SP OFFICE - UPPERHILL	
33	1	Route	SP OFFICE - GIGIRI US EMBASSY	
34	1	Route	SP OFFICE - MUTHAIGA	
35	1	Route	SP OFFICE - PRESTIGE	
36	1	Route	SP OFFICE - ADAMS	
37	1	Route	SP OFFICE - VILLAGE MARKET	
38	1	Route	SP OFFICE - SYOKIMAU	
39	1	Route	JKIA-JOSKA	
40	1	Route	SP OFFICE - JOSKA	
41	1	Route	JKIA-KIAMBU	
42	1	Route	JKIA-KAHAWA SUKARI	
43	1	Route	SP OFFICE - KAHAWA WEST	
44	1	Route	JKIA-KAHAWA WEST	
45	1	Route	JKIA-KITENGELA	
46	1	Route	SP OFFICE - KITENGELA	

Manner of Submission

Please submit your tender in accordance with the requirements detailed below,
Either

By hand delivery to Samaritan's Purse Kileleshwa, on Manderu road, Gem lane, 3rd black gate in sealed enveloped clearly marked **PR KEKE 10474 Nairobi Taxi Services for 2020 – 2021**

OR **By Email to the following address (Tender committee email):** SouthSudanSealedBid@samaritan.org with formal bid & additional supporting documentation indicated below. The subject line should be **PR KEKE 10474 Nairobi Taxi Services for 2020 – 2021**

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 KEKE 10474 Nairobi Taxi Services for 2020 – 2021**
- 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 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.

Conditions of bidding:

- Payment terms will be within 15-30 business days after receipt of services 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 **September 16th, 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 Taxi **Service Provider**
- Ability and capacity to supply the specified work to Samaritan's Purse Juba office SP field Office.
- If submitting in an EMAIL format, **only** bids submitted **solely** to 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 behavior 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;
- 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. Attach a copy of valid tax clearance.**
- 2. Attach a copy of company incorporation certificate (Renewed). Make sure to submit both sides.**
- 3. Written confirmation that the bid has at least 12 months' quote validity**
- 4. Written clear delivery lead time- Period to complete the work**
- 5. Indicate currency of offer, should be USD with clear terms of payment terms.**
- 6. Sign & Stamp Samaritans Purse tender code of conduct and return it alongside quotations.**
- 7. Submit copies of minimum three (3) purchase orders or contracts that reflect delivering the same category of services to other organization.**