



ADVENTIST DEVELOPMENT AND RELIEF AGENCY (ADRA)

MUNUKI SDA CHURCH COMPOUND, OFF KUWAIT ESTATE,

JUBA SOUTH SUDAN

DATE: 07th OCT, 2025

INVITATION TO BID

ORGANIZATION BACKGROUND

The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh-day Adventist church which has been in operation for over 60 years. Through an international network, ADRA delivers relief and development assistance to individuals in more 130 countries----- regardless of their ethnicity, political affiliation, or religious association. By partnering with communities, organizations, and governments. ADRA is able to improve the quality of life of millions through 9 impact areas namely: Livelihood and Agriculture; Children; WASH, Community Health; Disaster Response; Economic Growth; Hunger and Nutrition; Social Justice and Gender Equity

For over 37 years, ADRA South Sudan has been making a difference in individual's lives in one of the most difficult contexts in the world in both development and emergency contexts. In South Sudan, we implement programs in six thematic program areas of Education, Primary Health Care, Emergency Response and Integrated programming, including livelihoods and Agriculture; HIV/AIDS; WASH; economic empowerment and gender.

ADRA South Sudan through its ASPIRE project is calling for quotations from reputable companies to supply school furniture in Terek-eka as specified below:

KEY INFORMATION TO BIDDERS: PLEASE FOLLOW THE GUIDANCE OF THE RFQ ATTACHED



s/n	Item Description	Qty	Unit
1	Three-seater school wooden desks	72	Units
2	Wooden chairs	06	Pcs
3	Wooden tables	03	pcs

NOTE:

1. The successful vendor is expected to be responsible for transportation of these furniture and deliver it at Nyikabur Primary school in Terek-eka County.

DATELINE: Strictly on 17th October, 2025 at 4:00 PM local time

SUBMISSION AND REQUIREMENTS

Vendors shall enclose all relevant legal registration documents which should include **latest bank statement, valid Tax clearance certificate, certificate of incorporation, previous experience of supplying related items, etc in a well-sealed envelope**. Ensure to register your hand delivered quotation/bids with procurement before you leave. Only successful and competitive bidder will be notified. ADRA deserve the right to either amend or cancel this quotation with or without notification. The prospective bidder is entirely responsible for any cost related to the preparation and submission of their quotations.

The envelope shall bear the warning **“Not to be open before the time and date for bid opening”**. ADRA South Sudan will not assume responsibility of any **UNSEALED** and **UNMARKED** envelope if misplaced and will be rejected by the committee.

Only hand delivered bids will be considered.

The language for the bids shall be **ENGLISH** only.

FOR ANY CLARIFICATION OR INQUIRY, contact, ADRA South Sudan Head Office

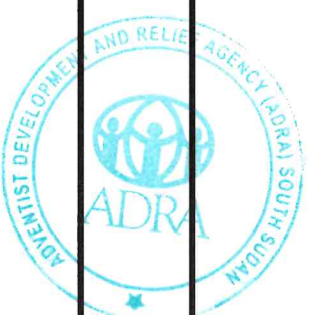
Juba Munuki SDA Church Compound.


Wani James Joseph
Operations Specialist
ADRA South Sudan





ADRA SOUTH SUDAN
QUOTATION REQUEST FORM



Request for quote# _____

Date 07/10/2025

Dear Sir/Madam:

ADRA is seeking quotation for the procurement of items/services listed in product "specification" below. Quotation from qualified vendors will be evaluated based on criteria listed established by ADRA including but not limited to, price, quality of goods, delivery, service/support, if applicable. ADRA reserves the right to accept or reject any and all bids. We would appreciate it if you could provide us with quotations for the items mentioned below. Specify additional information, if necessary.
Thank you in advance.

Supplier's Name: _____ Date: _____ Address: _____

Tel: _____ Email: _____

Line item	Date required	Item Description	Qty	Unit	Unit/ Price	Total
1	17/10/2025	Three-seater school wooden desks	72	Units		
2		Wooden chairs	06	Pcs		
3		Wooden tables	03	pcs		
TOTAL:						

Remarks: _____

Total Amount in Words: _____

Quotation Valid Until (Date): _____

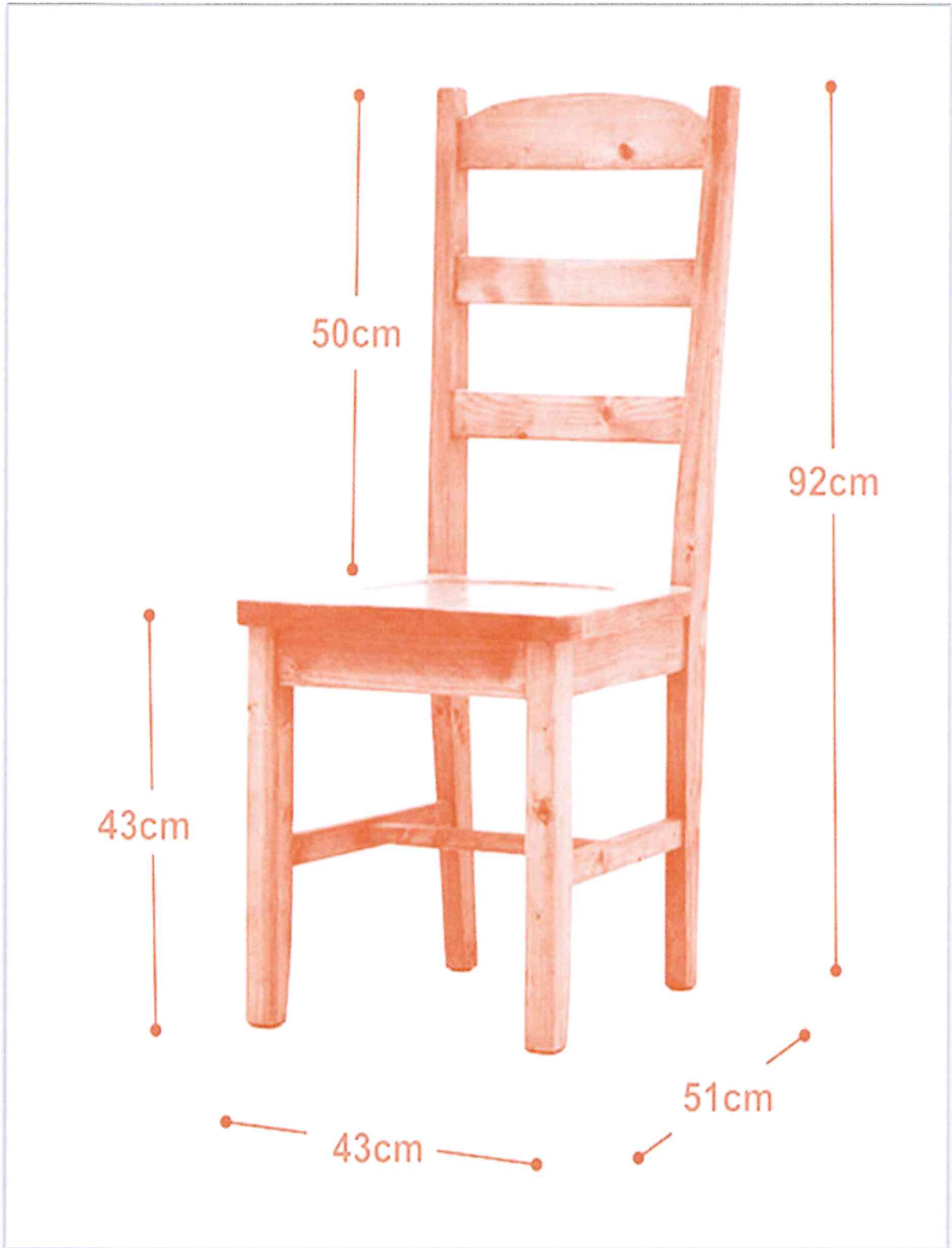
Vendor's requested payment terms: _____

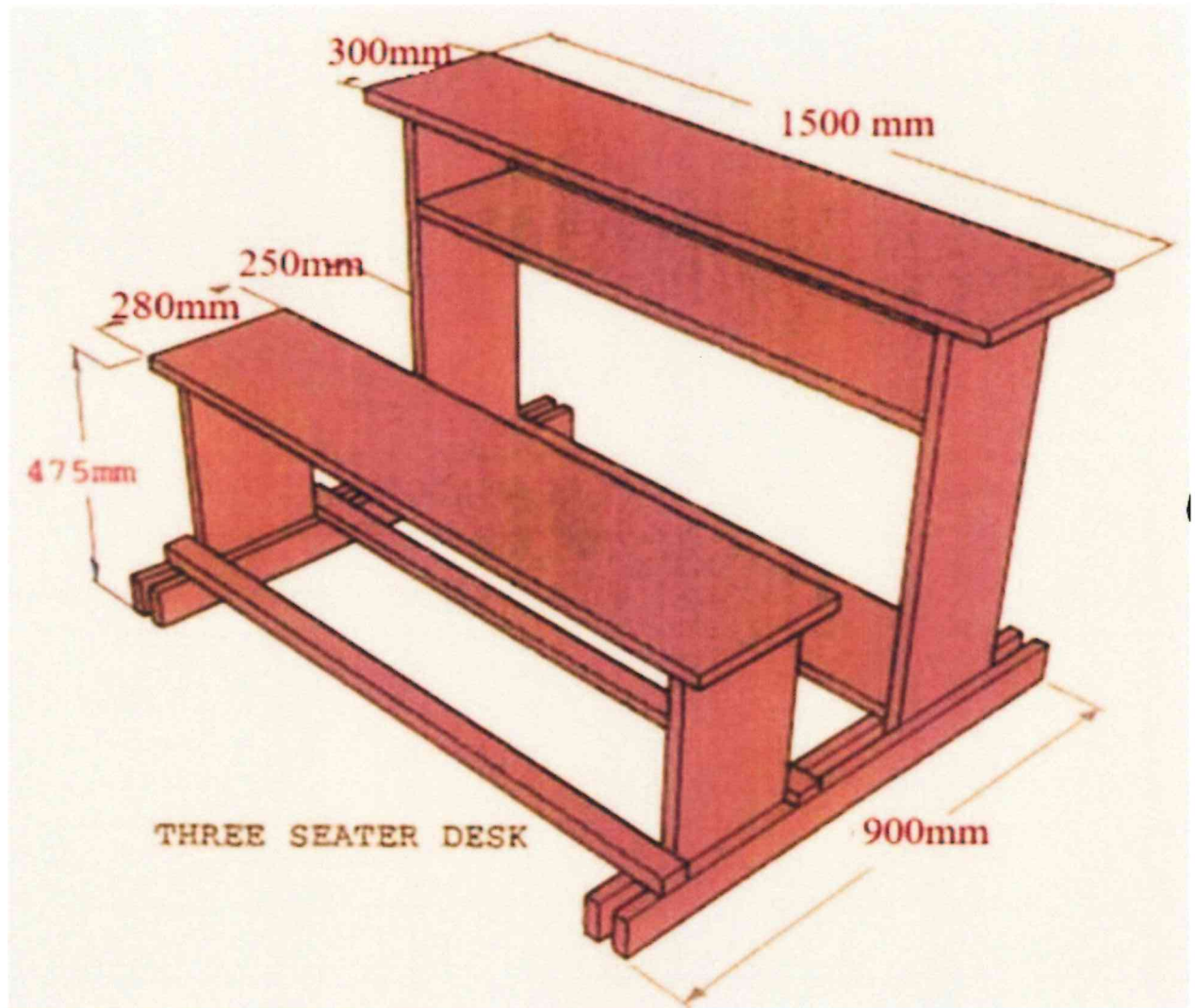
Delivery period: _____

Vendor's Authorized Signature: _____ Date: _____

Vendor's Stamp







All table materials are well polished mahogany hard wood. Well nailed and smooth





Length	2.0m
Width	80 mm
Height	70mm
Height Style	Standard Height
Base Color	Brown
Capacity	3 Chairs
Color	Brown with mahogany timber
Shape	Rectangle
Thickness	1 Inches

