

**REQUEST FOR QUOTE NOTICE**

Date: 10<sup>th</sup> February 2020

**Deadline for submission of bids 24<sup>th</sup> February 2020, before 05:00 PM**

Samaritan's Purse  
Juba, South Sudan, Hai Cinema next to  
Quality Hotel, Old Juba Town Road.

E-mail: [SouthSudanSealedBid@samaritan.org](mailto:SouthSudanSealedBid@samaritan.org)

**Reference number: RFQ For PR JBB 41398 Generator Service**

Samaritan's Purse wishes to contract a legally recognized Company to Supply **of Generator Service** for our program in Juba - Samaritan's Purse Relief International

Item #	Qty	Unit	Part #	Item Description	Unit Cost (USD)	Total Cost (USD)
1				Generator's service		
2	1	PC	50KVA Olympian	Labour		
3	1	PC		Oil Filter		
4	1	PC		Fuel Filter		
5	1	PC		Air Filter		
6	10	Ltrs		Engine Oil		
7						
8	1	PC	150 KVA CAT	Labour		
9	1	PC		Oil Filter		
10	1	PC		Fuel Filter		
11	1	PC		Air Filter		
12	20	Ltrs		Engine Oil		
13						
14	1	PC	165 KVA CAT	Labour		
15	1	PC		Oil Filter		
16	1	PC		Fuel Filter		
17	1	PC		Air Filter		
18	20	Ltrs		Engine Oil		
19	1	per hour		Emergency Calls during the Night		
20	1	per hour		Emergency Calls during the Day		

All items should be delivered DDP (Delivered Duty Paid)

**WE PRACTICE PROCUREMENT WITH INTEGRITY.**

All bids are received directly by the Tender committee. It is not possible to influence the decision or outcome except by **offering the best value**. No individual or group can influence this decision. No Samaritan's Purse employee will solicit you outside this tender except if you are being awarded this tender.

EMAIL UNETHICAL BEHAVIOR TO [SouthSudanSealedBid@Samaritan.org](mailto:SouthSudanSealedBid@Samaritan.org) **FOR CONFIDENTIAL REPORTING.**

**Manner of Submission**

- **By hand delivery** to Samaritan's Purse Juba office reception in a sealed envelope clearly marked:  
**PR JBJB 41398 Generator Service** ATTN: Tender Committee
- **By Email** to the Tender committee email: [SouthSudanSealedBid@samaritan.org](mailto:SouthSudanSealedBid@samaritan.org)  
With the subject stating the Reference number noted above.

**Sealing and Marking of Bids**

- Hand Delivered bids shall be securely sealed in a plain envelope and dropped into the tender box located at the Samaritan's Purse office reception.
- **No other markings than stated above should be on the envelope. Not adhering to this practice will result in rejection.**

**Communication**

- **Bidders with questions regarding this notice should post them to the same location where this tender was posted at <http://comms.southsudangoforum.org/c/tenders>.** Direct communication with Samaritan's Purse staff will result in disqualification. If questions remain unanswered, please submit with your bid for consideration by the committee

**Your bid MUST clearly indicate the following:**

- Currency of offer –USD
- **All items should be delivered DDP (Delivered Duty Paid).**
- Net price after deduction of discounts:
- Number of days required for delivery to each location:
- Validity of the offer Should be minimum of 12 months
- Detailed specifications and brands provided (if different from stipulated specifications):
- Limitations.
- **Sign Vendor Code of conduct and return it alongside your quotation.**

**Conditions of bidding:**

- Bids must be valid for minimum 12 Months
- Payment terms will be within **30 business days** after receipt of goods and invoice, by Electronic bank transfer.
- A reference list with current contact information.
- 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.
- Meet the Deadline noted at top of RFQ.

- Provide proof of being a legally registered company in the country in which the bid is being submitted.
- Having a track record and experience in the requested Category.
- Ability and capacity to supply the specified quantities above and deliver to Samaritan's Purse Juba office or specified field location.
- Detailed knowledge of the Category bidding upon.
- 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.
- NB: **No tender documents are to be requested from the office.** You only need to submit your quotation as instructed above. Speaking directly with Samaritan's Purse staff members can result in rejection of your bid.

### **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 above; 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.