



ADVENTIST DEVELOPMENT AND RELIEF AGENCY (ADRA)  
MUNUKI SDA CHURCH COMPOUND, OFF KUWAIT ESTATE,  
JUBA SOUTH SUDAN  
DATE: 05<sup>th</sup> March, 2026

## INVITATION TO BID (ITB)

### 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 Skills and Knowledge for livelihood improvement and social inclusion of youth and women in South Sudan (SKY) project is calling for quotations from reputable companies to supply a 5D Land cruiser vehicle (Brand New) as specified in the RFQ document attached.

**KEY INFORMATION TO BIDDERS:** PLEASE FOLLOW THE GUIDANCE ON THE RFQ ATTACHED.



s/n	Item Description	Qty	Unit
1	Duty Paid Brand New(Zero Mileage) Toyota land cruiser Hardtop, 5 doors, 4WD, 10-SEATER, 2025 model HZJ engine	01	Vehicle

**NOTE:**

1. The successful vendor is expected to be deliver the vehicle at ADRA South Suda HQ in Juba.

**Tender submission dateline: Strictly on 13<sup>th</sup> March, 2026 at 4:00 PM CAT**

**Tender opening date: Monday 16<sup>th</sup> March, 2026 at 2:00 PM CAT**

**SUBMISSION AND REQUIREMENTS**

Vendors shall enclose all relevant legal registration documents of the company, latest bank statement of the last three months, valid Tax clearance certificate, certificate of incorporation, Evidence of previous experience of similar supply, etc in a well-sealed and stamped envelope.

Ensure to register your hand delivered quotation/bids with procurement (submission sheet) before you leave. Only successful and competitive bidder will be notified. ADRA South Sudan reserve the right to either amend or cancel this bidding process 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.

**Tender submission:**

**NO EMAIL SUBMISSION OF TENDERS.**

Bids shall be submitted at our HQ office in Munuki SDA Church Compound during working hours.

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.

; 05/03/2026

Wani James Joseph  
Procurement & Operations Specialist



ADRA South Sudan





ADRA SOUTH SUDAN

QUOTATION REQUEST FORM

Request for quote# 34151

Date 05/03/2026

Dear Sir/Madam:

*ADRA is seeking quotation for the procurement of Items 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 time, after sale 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: \_\_\_\_\_





<i>Line item</i>	<i>Quotation/Bid submission date</i>	<i>Item Description</i>	<i>Qty</i>	<i>Unit</i>	<i>Unit price</i>	<i>Total</i>
1	13/March/2026	(Duty Paid Brand New Toyota land cruiser Hardtop, 5 doors, 4WD, 10-SEATER, 2025 model HZJ engine) 4.2-liter diesel engine, air bags for driver and front passenger, power steering, steering wheel lock, 80-amp alternator (12V), 80 amp-hour battery (12V), full-floating rear axle, front and rear stabilizer bars, fuel sedimenter with fuel filter, long chassis, high altitude compensator, front & rear seat belts, one touch 2-4WD selector, manual free wheel hubs, radio, Gear Lever lock, tubeless tires 7.5x16", tool kit and jack, front and rear towing eye, air conditioning, cyclone type air cleaner with snorkel, central door lock button, leather seats and a spare tire.	1	Unit		
2		Bull bar front	1	Fitting		
3		Hi lift jack with lifting point	1	Pc		
4		Roof luggage rack with steps	1	Fitting		
5		Electric winch with its remote	1	Fitting		
6		First aid kit	1	set		
7		Fire extinguisher	1	Pc		
8		Fuel separator	1	Pc		
9		Towing Rope	1	Pc		
10		Warning triangle	1	Pc		
11		Complete set of tool box	1	Set		
12		Fuel filters	2	Pcs		

13	Air cleaner	6	pcs		
<b>TOTAL</b>					

Remarks:

Total Amount in Words:

Quotation Valid Until (Date): \_\_\_\_\_

Vendor's requested payment terms: \_\_\_\_\_

Delivery period: \_\_\_\_\_

Vendor's Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Vendor's Stamp

