



PROCUREMENT ANNOUNCEMENT

Request for Proposals: **Commercial Printing Services**

ATTENTION ALL INTERESTED SUPPLIERS:

The Carter Center in South Sudan is seeking to select a vendor as the preferred provider of the items indicated below. A Framework Agreement (FWA) between TCC and the successful vendor will result from this process. The purpose of the FWA will be to provide a framework within which goods and services can be bought and sold at pre-determined prices for as long as both parties continue to desire to do so, up to a maximum of 1 year. However, the FWA will not compel either party to do business with the other. If, at any time and for any reason, either party wishes to end its participation under the agreement it may be cancelled without notice. In such an event, a new competitive tender process will be undertaken to select a new partner as the preferred provider of the respective items.

If you are interested in bidding for this agreement, please provide us a proposal to supply the items indicated below (and in the attached list, if indicated). Note that the prices quoted in your proposal will be the prices at which items will be purchased from the successful bidder for the duration of the FWA. No negotiation of prices is permitted in this process.

No.	Item Description	Part Numbers	Qty	Unit
1	Commercial Printing Services	(See attached "Item List")	Quote all items at quantity = 1	Various

PROPOSAL REQUIREMENTS

Ensure that your proposal includes all of the following:

- Quotation with prices for each item requested (If unable to quote for particular items, indicate that clearly.)
- Copy of company registration documents showing the identity of the owner(s) of the company (Ministry of Justice certificate)
- Company profile, if available
- List of at least 5 professional references, including copies of any commendations, contracts, etc. (References of work with other NGOs will be preferred.)

QUOTATION REQUIREMENTS

Please ensure that your quotation includes all of the following:

- All prices in United States Dollars
- For all items in the attached item list indicate **UNIT PRICE**, **MINIMUM ORDER QUANTITY** (if any), **ANY BULK DISCOUNT AVAILABLE** and **MINIMUM ORDER QUANTITY TO QUALIFY FOR BULK DISCOUNT**.
- Date of quote preparation
- Date of expiry (This is the date the quotation itself expires. Prices quoted by the successful vendor are expected to remain fixed for a 1-year period.)
- Delivery lead time (Indicate clearly if different items require different delivery lead times)
- Delivery terms
- Payment terms (Must accept standard TCC terms of 100% payment following delivery by cheque or electronic bank transfer.)
- Company payment account details including bank name, name of the account owner, account number, account currency
- Name of primary contact person, including telephone number and email address
- All extra costs such as tax, shipping/delivery, etc.

NOTE: The Carter center is not obligated to select the proposal with the lowest price, nor any proposal at all. If no proposal meets the requirements of the organization the process may be ended without awarding a contract.

SUBMISSION REQUIREMENTS

Proposals must be submitted to TCC by the following date and time:

30-Aug-19

5:00pm

- Proposals must be delivered to the offices of The Carter Center in Mangateen, near IOM and Ezentus, in Juba **before** the deadline indicated above.
- Proposals must arrive in a well-sealed envelope with the item description shown in the table above written on the outside of the envelope.
- On arrival, you must phone one of the following numbers before engaging the gate security staff. 0927718992 / 0925851216 / 0922200282 (Do not request entrance to the office without contacting one of the numbers below first.)
- After delivering your proposal, sign the receipt register before leaving.

Sincerely yours ,

John A. Weiss
TCCSS Procurement Manager

This document does not represent a commitment to purchase on the part of TCC SS. TCC SS bears no responsibility for the cost of preparation of proposals.