

## REQUEST FOR QUOTATIONS

### **Background**

Action Africa Help International (AAH-I) is a nongovernmental and nonprofit making Organization operating in South Sudan with a mission to support disadvantaged Communities to sustainably improve their standard of living through Community empowerment approach in partnership with stakeholders. AAH-I implements Primary Health Care, Agriculture, Humanitarian aid projects and Capacity Building.

The organization is calling for quotations from reputable companies for provision of the following construction services in Jamjang

1.	Provision of labour for construction of science laboratory block at new Soba Secondary School	BOQ to be picked from AAH-I/UNHCR Logistic base in Juba
2.	Provision of labour for construction of library block at Mandela Secondary School in Pamir	BOQ to be picked from AAH-I/UNHCR Logistic base in Juba
3.	Provision of labour for construction of 4 stance VIP latrine at new soba secondary school	BOQ to be picked from AAH-I/UNHCR Logistic base in Juba

### **1. REQUIREMENTS**

#### **Administrative Requirement:**

Contractors are required to submit the following documents;

1. Valid registration Certificate
2. Valid Tax compliance certificate
3. Operation License

Only registered company will be evaluated.

#### **Technical Requirement**

1. Company Profile which should contain evidence of past experience
  2. BOQ
  3. Work schedule
2. **Price and Currency:** The prices shall be in **United States Dollars (USD)**.
  3. **Quotation should be on Company's letter head**

#### **4. Submission of Quotes**

The quotations shall be submitted in **Hard copies in sealed envelopes** on the address indicated below.

**Submission Address**

bids shall be submitted to:

**AAH-I/UNHCR Logistic Base, Juba South Sudan  
Near JIT Supermarket,  
AAH-I South Sudan.**

*Envelope should be labeled based on the works being applied for. Each works should have a separate envelope.*

**5. Site visit/Inspection**

The bidder is strongly advised to visit and examine the site(s) of works and its surrounding and obtain for himself, at his own expense, all information that may be necessary for preparing the tender and entering into contract. The bidder shall be fully responsible for the reliability and accuracy of all information so obtained.

**6. Registration for submission:**

Please ensure that, you register your hand delivered quotation/bid with the Procurement department and drop it in the bid box yourself, before you leave the Procurement department in Juba. Each hand delivered quotation/bid must be registered individually on the bids submission forms which will be available at Procurement department. Unregistered quotation/bid will not be considered even if it is dropped in the tender box.

**7. Request for clarifications**

Any request for clarification must be made in writing through the email:

[procurement.southsudan@actionafricahelp.org](mailto:procurement.southsudan@actionafricahelp.org) strictly and must be received not later than **Friday the 21<sup>st</sup> May, 2021 at 12:00 pm Local Time.**

**8. Deadline for submission of the quotation**

The deadline for the submission of the quotes will be strictly on **Thursday the 27<sup>th</sup> May, 2021, at 12:00 pm Local Time.**

**9. Evaluation criteria**

Evaluation will be based on administrative, technical and financial requirements. Failure to submit any of the documents requested will result to disqualification.

**10. Notification of the results**

Only the successful and competitive bidder will be notified, and if you do not receive email communication within two weeks after the expiry of the deadline, consider your bid not successful.

**11. Language for the bids**

The language for the bids shall be English only.

**Disclaimer**

This is only a Call for quotations and AAH-I South Sudan reserves the right to either amend or cancel it at any time with or without notice. In such cases, AAH-I South Sudan shall accept no liability whatsoever. The prospective bidder is wholly responsible for any and all costs related to the preparation and submission of their quotations.

The decision of the AAH-I South Sudan Procurement Review Committee shall be final.