

## **INVITATION TO QUOTE: EMERGENCY TRANSPORTATION SERVICE**

Bid Closing date: **January 27<sup>th</sup>, 2020 at 5:00 pm.**  
Bid Opening date: **January 28<sup>th</sup>, 2020 at 11:00 am**

**From: ZOA Refugee Care**  
**Nyakuron West, Block GII, Plot 85**  
**P.O.Box 381, Juba – South Sudan**  
**Email: [t.oscar@zoa.ngo](mailto:t.oscar@zoa.ngo) Cc [m.kiwombojjo@zoa.ngo](mailto:m.kiwombojjo@zoa.ngo)**

### **Tender reference number: ZOA-DRA-ER/2020 Transportation of food items**

ZOA Refugee Care wishes to contract a legally recognized and reputable transport service provider to transport assorted food items worth **136 tons (136,000 Kgs)** to Gumuruk and Pibor respectively divided as **68 tons (68,000 Kgs)** to Gumuruk, and **68 tons (68,000 Kgs)** to Pibor both in Boma State.

#### **ITEMS TO PIBOR – BOMA STATE**

S/No.	Item Description	Unit	Packaging	Qty	Tons	Total tons to PIBOR
1	Maize Flour	Bags	Parked in 25Kg Bags	2,000 Bags	50 Tons	<b>68 Tons (68,000 Kgs)</b>
2	Beans	Bags	Parked in 10Kg Bags	1,000 Bags	10 Tons	
3	Vegetable Cooking oil	Jerricans	Parked in 5 litre Jerricans	1,000 Jerricans	5 Tons	
4	Iodized Salt	Bags	Parked in 3Kg Bags	1,000 Bags	3 Tons	
<b>5</b>	<b>TRANSPORT COST QUOTE BOR TO PIBOR</b>					<b>USD.....</b>

#### **ITEMS TO GUMURUK – BOMA STATE**

S/No.	Item Description	Unit	Packaging	Qty	Tons	Total tons to PIBOR
1	Maize Flour	Bags	Parked in 25Kg Bags	2,000 Bags	50 Tons	<b>68 Tons (68,000 Kgs)</b>
2	Beans	Bags	Parked in 10Kg Bags	1,000 Bags	10 Tons	
3	Vegetable Cooking oil	Jerricans	Parked in 5 litre Jerricans	1,000 Jerricans	5 Tons	
4	Iodized Salt	Bags	Parked in 3Kg Bags	1,000 Bags	3 Tons	
<b>5</b>	<b>TRANSPORT COST QUOTE BOR TO GUMURUK</b>					<b>USD.....</b>

**NOTE: Enter your total transport cost for each location in the table above under number 5.**

S/No	Location	Delivery period in Days	Validity of offer in Months
1	Gumuruk		
2	Pibor		

### **Manner of Submission**

Submission of offers should be either by email to the above email addresses, or hand delivered to ZOA Refugee Care Country Office address above in sealed envelopes clearly marked **ZOA-DRA-ER/2020 Transportation of food items** and addressed to the **ZOA Tender Committee, Juba – South Sudan**.

Bid opening will be conducted on the **28<sup>th</sup> January, 2020** at **11:00 am** at ZOA Country Office address above.

Bidders with questions regarding this notice should send them in writing to the email addresses above by the **22<sup>nd</sup> January, 2020**: Responses will be posted to the NGO Forum for all bidders.

### **Your bid should clearly indicate the following**

1. Currency of offer in USD
2. Net total transport price per location.
3. Number of days required for delivery of items per location
4. Validity of the offer in months

### **Conditions of bidding**

1. Should be legally registered company in South Sudan Payment terms will be within 10-30 business days after delivery of goods and invoice. Payments will be effected by Electronic bank transfer/checks.
2. With a track record of transporting relief items for INGO/NGO or UN Agencies in the past.
3. A reference list of previous clients.
4. Sign a ZOA Supplier code of conduct and return it alongside quotations.
5. Present verifiable physical address in Juba, South Sudan.
6. All tender documents will be attained from the NGO Forum advertisement portal. **No tender documents are to be requested from the office.** You only need to submit your quotation as instructed above.
7. If submitting in an EMAIL format, **only** bids submitted **solely** to [t.oscar@zoa.ngo](mailto:t.oscar@zoa.ngo) and Cc [m.kiwombojo@zoa.ngo](mailto:m.kiwombojo@zoa.ngo) will be accepted.

### **ZOA Disclaimer**

- I. ZOA reserves the right to alter the schedule of tender and contract awarding or to cancel this tender process at any time and not to award any contract. Or the right not to enter into or award a contract as a result of this invitation to tender.
- II. ZOA does not bind itself to accept the lowest or any tender, and ZOA reserves the right to accept the whole part or less of your offer.
- III. ZOA shall not be liable in respect of any costs incurred by the Tenderer in the preparation of the offer nor any associated work effort, including the production of or presentation materials, brochures, product specifications or manuals for evaluation.
- IV. ZOA reserves the right to award this contract to more than one bidder or to reject all applicants and cancel the solicitation at any time.
- V. All ZOA vendors shall adhere to the highest ethical standards, both during the bidding process and throughout the execution of the projects, and sign the ZOA Supplier Code of Conduct.
- VI. At the tender opening, only the tenderers' names, and the total amount quoted per location will be read out loud and recorded.
- VII. ZOA has **ZERO TOLERANCE TO SEXUAL EXPLOITATION & ABUSE**. Any bidder known to have indulged in such practice now or during this tender process will be disqualified with the immediate effect

**Part A: Your Business Details**

1. Please provide the name of your business

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2. Please provide the address of your business.

Registered Office	Ordering Address (if different)

3. Please provide your telephone, fax number, email and web site address:

Phone	
Email	Web Site

4. Please state the nature of your business and your main services

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5. Please provide your company registration number, years in business and TIN number:

Company Reg. No	Years in Business	VAT and TIN Number

6. What is the legal status of your business?

Public Limited Company	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Sole Trader	<input type="checkbox"/>	Private Company	<input type="checkbox"/>
Not for profit organization	<input type="checkbox"/>	Government Agency	<input type="checkbox"/>		<input type="checkbox"/>	Self Employed	<input type="checkbox"/>

**Part B: Your Bank Details**

8. Please provide your bank details as accounts will be settled by electronic transfer direct to your bank account or by cheque

Bank	
Branch	
Bank Address	
Account Name	
Account Number	
BIC / SWIFT CODE	
Other Bank information	

9. Declaration to be signed by the Head of the Company.

I confirm that all the information given is accurate. For and on behalf of the supplier:

Signature	Name
Position	Date

## DECLARATION

### ***Tenderer's Declaration***

We the Undersigned accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever our own conditions of bid may be, which we hereby waive.

We have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier. We are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at ZOA's discretion.

We hold no reservation in regard the tender dossier; and are aware that any reservation may result in the rejection of the tender by ZOA.

We are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform ZOA in writing.

We declare that we are affected by no potential conflict of interest, and that we and our staff have no particular link with other Tenderers or parties involved in this competition. Should such a situation arise during performance of the contract, we shall immediately inform ZOA in writing.

*Company name and address:*

*Company's Representative name:*

*Title of Representative in the Company:*

*Representative's signature:*

*Date:*

*Stamp:*

### **Annex 1: ZOA Supplier Code of Conduct**