



## INVITATION TO TENDER

# THREE YEARS BLANKET PURCHASE AGREEMENT FOR OFFICE STATIONERY - CRS SOUTH SUDAN

RFQ Number - CRS-SS-267246-2023

**Catholic Relief Services (CRS)** is the international humanitarian agency of the Catholic community in the United States. The agency provides assistance to 130 million people in more than 110 countries and territories in Africa, Asia, Latin America, the Middle East, and Eastern Europe. Catholic Relief Services (CRS) South Sudan is seeking for potential vendors for supply of office stationery.

To be eligible for consideration, interested vendors must meet the following requirements.

- Valid Certificate of Registration/Certificate of Incorporation
- Valid Tax Registration
- Valid Operations License
- List of current clients
- Professional reputation of the firm supported by at least three years reference letters
- Having Past Experience in similar trade with CRS will add value

The RFQ guidelines together with Financial Proposal Annex 1 upon written request only to [SouthSudanPRs@crs.org](mailto:SouthSudanPRs@crs.org) or from CRS Juba office **Palica Street, Hai Jerusalem, Juba South Sudan** between **23<sup>rd</sup> October 2023 to 3<sup>rd</sup> November 2023**, Monday through Friday during office hours 7:30 am – 16:30 hours South Sudanese Time. CRS office will be closed during public holidays in South Sudan. The electronic tender documents in two separate folders (Technical & Financial) **MUST** be submitted on a company letterhead signed, stamped by Director/Manager of the bidder and emailed only to **sds\_tender@crs.org** with the subject line “**RFQ Number - CRS-SS-267246-2023 Office Stationery**”. Submission of proposal to any other email address will not be considered.

All proposals should be submitted **via email only**. Submissions of proposal via courier or hand-delivery shall not be accepted. Proposals must be received by **23:59 hours South Sudan STD on or before 5<sup>th</sup> November 2023**. Proposal received after closing date & time will not be considered.

**CRS South Sudan Bid Committee**  
**Catholic Relief Services**  
**Palica Street, Hai Jerusalem, Juba South Sudan.**