

REQUEST FOR QUOTE NOTICE

Deadline for submission of bids June 3rd, 2022 before 5:00pm

From: Samaritan's Purse.
South Sudan, Hai Cinema next to
Quality Hotel, Old Juba Town Road.
E-mail: SouthSudanSealedBid@samaritan.org

Date: May 26th, 2022

Subject: PR JJB 22165 Office Supplies and Stationery

Samaritan's Purse wishes to contract a legally recognized service provider (company) for Supply of **Office Supplies under framework agreement for the year 2022/23** as specified below;

Item	Qty.	UOM	Item Description	Unit Cost (USD)	Total Cost (USD)
1	1	Dozen	Bags, Clear Bags (12 pieces)		
2	1	Pcs	Basket , Waste paper basket plastic metallic		
3	1	Pairs	Batteries, Batteries Kodak AA		
4	1	Pairs	Batteries, Batteries Kodak AAA		
5	1	Pcs	Binder, Easy binder		
6	1	Pcs	Binder, Holes Binder		
7	1	Pcs	Board, Black board medium		
8	1	Pcs	Board, Clip Board		
9	1	Pcs	Books, Counter book blue 2Q		
10	1	Pcs	Books, Counter book blue 3Q		
11	1	Pcs	Books, Counter book blue 4Q		
12	1	Pcs	Books, Exercise book 96pgs		
13	1	Pcs	Books, Exercise books 200 pages		
14	1	Pcs	Books, Exercise books 48 pages		
15	1	Pcs	Books, Exercise books 48pgs		
16	1	Pcs	Books, Exercise books 96 pages		
17	1	Pcs	Books, Manuscript book A4		
18	1	Pcs	Books, Short hand book with spiral binding A4		
19	1	Pcs	Books, Short hand book with spiral binding A5		
20	1	Pcs	Cabinet, Metallic 5 Tier/Drawer Office Cabinet		
21	1	Pcs	Calculators, Casio calculators model MJ-120T(medium)		
22	1	Pkt of 100Pcs	Chalk, Chalk colored		
23	1	Pkt of 100Pcs	Chalk, Chalk white		
24	1	Pkt of 100Pcs	Chalk, School chalks		

25	1	Pc	Clips, Binder Clips - Large		
26	1	Pkt Of 12 Pcs	Clips, Binder Clips - Large		
27	1	Pc	Clips, Binder Clips - Medium(1-5/8, 41mm)		
28	1	Pkt Of 12 Pcs	Clips, Binder Clips - Medium(1-5/8, 41mm)		
29	1	Pkt Of 12 Pcs	Clips, Binder Clips - Medium(1-5/8, 41mm)		
30	1	Pc	Clips, Binder Clips - Small		
31	1	Pkt of 100Pcs	Clips, Binder Clips - Small		
32	1	Pkt Of 10 Pcs	Clips, Paper Clips - 33MM (10 small Boxes in a large box)		
33	1	Pkt Of 12 Pcs	Clips, Paper Clips No. 2 pkt of 10		
34	1	Pkt Of 12 Pcs	Clips, Paper Clips No. 3 pkt of 10		
35	1	Pkt Of 10 Pcs	Crayons		
36	1	Pcs	Diaries A4		
37	1	Pcs	Diaries A5		
38	1	Pcs	Duster for black board		
39	1	Pckts	Envelope, brown –A4 (Packet of 50)		
40	1	Pckts	Envelope, Brown Envelopes 11" x 8" (Packet of 50)		
41	1	Pckts	Envelope, Brown Envelopes- A2 (packet of 50)		
42	1	Pckts	Envelope, Brown Envelopes- A3 (packet of 50)		
43	1	Pckts	Envelope, Brown Envelopes -A5 (packet of 50)		
44	1	Pckts	Envelope, Brown Envelopes -A6 (packet of 50)		
45	1	Pckts	Envelope, White –A4 (Packet of 50)		
46	1	Pckts	Envelope, White Envelopes 11" x 8" (Packet of 50)		
47	1	Pckts	Envelope, White Envelopes- A2 (packet of 50)		
48	1	Pckts	Envelope, White Envelopes- A3 (packet of 50)		
49	1	Pckts	Envelope, White Envelopes -A5 (packet of 50)		
50	1	Pckts	Envelope, White Envelopes -A6 (packet of 50)		
51	1	Pc	File, Document wallet plastic		
52	1	Pc	File, File Dividers		
53	1	Pc	File, File folders (Spring)		
54	1	Pc	File, Spring file plastic		
55	1	Pc	File, Spring files		
56	1	Pc	Files , Box files (Ring binder)		
57	1	Pc	Files , Box files manila A4		
58	1	Pc	Files , Pamphlet box files		
59	1	Pc	Files, Suspension files		
60	1	Pc	Flip chart, Flip chart paper -30 sheets		
61	1	Pc	Flip chart, Flip chart stand		
62	1	Pc	Folder, Glow hanging Folder		
63	1	Pc	Folders, Plastic file folders		
64	1	Pc	Folders, Plastic folder file		
65	1	Pcs	Glue, Glue stick Dolphin type 20grm		
66	1	Pcs	Glue, Office 25 g		
67	1	Pcs	Glue, Office 250 MI		
68	1	Pcs	Holders, Plastic pen holders (Desk organizer)		
69	1	Pkt of 50 Pcs	ID Holder		
70	1	Pkt of 50 Pcs	ID, Identity card plastic double sided		

71	1	Pkt of 50 Pcs	ID, Identity card plastic single sided		
72	1	Pcs	Ink pad		
73	1	Pkt of 50 Pcs	Key Tags		
74	1	Rim of 50	Laminating A3 Sheets		
75	1	Rim of 50	Laminating A4 Sheets		
76	1	Pc	Laminating Machine-Metallic		
77	1	Pcs	Magazine files		
78	1	Pkt of 50 Pcs	Name pads-Plastic		
79	1	Pcs	Paper Cutter A4		
80	1	Rim of 100Pcs	Paper, Certificate Printing papers		
81	1	Rim of 500Pcs	Paper, Colored Printing paper 80 grms A4 210x297mm		
82	1	Rim of 500Pcs	Paper, Printing paper 80 grms A4 210x297mm		
83	1	Box of 5 Rims	Paper, Printing paper 80 grms A4 210x297mm		
84	1	Rim of 500Pcs	Paper, Ruled Fuls carp Papers		
85	1	Pkt of 50 Pcs	Papers, Manilla papers		
86	1	Pc	Pen, Bic , Blue ,Black ,Red		
87	1	Pkt of 50 Pcs	Pen, Bic , Blue ,Black ,Red		
88	1	Pc	Pen, Fine Point Bic(Yellow) , Blue ,Black ,Red		
89	1	Pkt of 20 Pcs	Pen, Fine Point Bic(Yellow) , Blue ,Black ,Red		
90	1	Pc	Pen, Pencils (144 dzns)		
91	1	Pkt of 12 Pcs	Pen, Pencils (144 dzns)		
92	1	Pc	Pen, Pencils (ordinary)		
93	1	Pkt of 12 Pcs	Pen, Pencils (ordinary)		
94	1	Pc	Pen, Pencils HB		
95	1	Pkt of 12 Pcs	Pen, Pencils HB		
96	1	Pkt of 12 Pcs	Pens, Coloured pencils		
97	1	Pkt of 12 Pcs	Pens, Coloured pencils		
98	1	Pc	Pens, Correction pens – Ym -320 8ml		
99	1	Pkt of 10	Pens, Correction pens – Ym -320 8ml		
100	1	Pc	Pens, High lighter pens		
101	1	Pkt of 10	Pens, High lighter pens		
102	1	Pc	Pens, Permanent marker		
103	1	Pkt of 12	Pens, Permanent marker		
104	1	Pc	Pens, White board marker pens –Chisel point		
105	1	Pkt of 10	Pens, White board marker pens –Chisel point		
106	1	Pkt of 50 Pcs	Pins, Paper pins		
107	1	Pkt of 50	Posters, Posters A3- printing		

		Pcs			
108	1	Pkt of 50 Pcs	Posters, Posters A4-printing		
109	1	Pkt of 50 Pcs	Pouches, Transparent pouches		
110	1	Pcs	Punch, Paper punch Kangaroo DP 520		
111	1	Pcs	Punch, Paper punch Kangaroo DP 800		
112	1	Pcs	Punch, Paper punch medium size		
113	1	Pcs	Punch, Punch Machine		
114	1	Pcs	Punch, Single Hole Punch		
115	1	Packet of 10	Rubber, Rubber band (Gold quality)		
116	1	Box of 10 Pcs	Ruler, Plastic ruler 1 feet (30cm)		
117	1	Pcs	Scissors, Office scissors medium size		
118	1	Pcs	Set, Geometrical Set (Wooden set)		
119	1	Pcs	Set, Geometry sets Kofa		
120	1	Pcs	Set, Geometry sets Oxford		
121	1	Pcs	Set, Mathematical set kofa		
122	1	Pcs	Sharpeners, metallic		
123	1	Pcs	Sharpeners, Plastic		
124	1	Packet of 50	Sheet Protectors		
125	1	Pcs	Stamp, Stamp Pad		
126	1	Pcs	Stamps, Rubber stamps self-inking		
127	1	Pcs	Staple, Staple Remover		
128	1	Pcs	Stapler, Giant		
129	1	Pcs	Stapler, Stapler - Rewen model small (Kangaroo)		
130	1	Pcs	Stapler, Stapler (Medium (Kangaroo))		
131	1	Pkt of 100 Pcs	Staples, Staples 23/6		
132	1	Pkt of 100 Pcs	Staples, Staples 24/6		
133	1	Pkt of 100 Pcs	Staples, Staples for Giant stapler		
134	1	Dozen of 12	Sticky, Yellow sticky -medium size		
135	1	Dozen of 12	Sticky, Yellow sticky -small size		
136	1	Dozen of 12	Sticky, Yellow sticky –large size		
137	1	Pcs	Tack, Blue Tack		
138	1	Rolls of 6 Pcs	Tape, Cello tape medium size (2") 6 pcs on roll		
139	1	Rolls of 6 Pcs	Tape, Clear Tape, 3/4"		
140	1	Rolls of 6 Pcs	Tape, Masking Tape, 3/4"		
141	1	Pcs	Tape, Tape Dispenser		
142	1	Pcs	Tray, Paper tray plastic - 4 tier		
143	1	Pcs	USB Cable for Printer, 1.5M		
144	1	Pcs	Whistles, metallic		
145	1	Pcs	Whistles, plastic		
146	1	Pcs	White Board, large		
147	1	Pcs	White Board, medium		
148	1	Pcs	White board, small		
149	1	Pcs	White board, White board eraser		

150	1	Pcs	Cartridge, Cartridge HP 121 Black - HP		
151	1	Pcs	Cartridge, Cartridge HP 121 Color - HP		
152	1	Pcs	Cartridge, Cartridge HP 122 Black - HP		
153	1	Pcs	Cartridge, Cartridge HP 122 Color - HP		
154	1	Pcs	Cartridge, Cartridge HP 135,black - HP		
155	1	Pcs	Cartridge, Cartridge HP 135, Color - HP		
156	1	Pcs	Cartridge, Cartridge HP 61 Black - HP		
157	1	Pcs	Cartridge, Cartridge HP 61 Tri Color - HP		
158	1	Pcs	Cartridge, Cartridge HP 30A Color - HP		
159	1	Pcs	Toner, Laser Jet Toner 05A - HP		
160	1	Pcs	Toner, Laser Jet Toner 35 A - HP		
161	1	Pcs	Toner, Laser Jet Toner 49 A - HP		
162	1	Pcs	Toner, Laser Jet Toner 85 A - HP		
163	1	Pcs	Toner, Laser Jet Toner HP 283A - HP		
164	1	Pcs	Toner, Laser Jet Toner HP 78A - HP		
165	1	Pcs	Canon Printer Toner (G-51/GPR-35/C		
166	1	Pcs	Fargo DTC 1000 color Ribbon. cartridge for printing IDs		

Manner of Submission:

Please submit your tender in accordance with the requirements detailed below,
Either

By hand delivery to Samaritan's Purse Juba office, HAI CINEMA NEXT TO QUALITY HOTEL, JUBA TOWN ROAD in sealed enveloped clearly marked **PR JBB 22165 Office Supplies**

OR

By Email to the following address (Tender committee email): SouthSudanSealedBid@samaritan.org with formal bid & additional supporting documentation indicated below. The subject line should be **PR JBB 22165 Office Supplies and Stationery**

Sealing and Marking of Bids

The Bidder shall enclose the bid in a plain envelope securely sealed, the envelope shall:

- Be addressed to the tender committee (see above e-mail address), Juba office
- Bear the bid reference number **PR JBB 22165 Office Supplies and Stationery** as subject of the bid
- No other markings should be on the envelope.
- The bidder will drop the envelope into a tender box located at the Samaritan's Purse office reception and shall register the company and name of the person dropping the envelope. If all envelopes are not sealed and marked as required, the tender committee will reject the bid during the review time.

Bidders with questions regarding this notice should send them in writing to the email address:

Copying SouthSudanSealedBid@samaritan.org Responses will be shared through same email address.

Your bid should clearly indicate the following:

- Detailed specifications (if different from stipulated specifications):
- Limitations.
- Mode of payment, terms & conditions.

Disqualification Criteria:

- Any Supplier that fails to attach the following documentation with bid will be disqualified immediately;
 1. Copy of valid tax clearance certificate.
 2. Copy of company incorporation certificate (Renewed). **Make sure to submit both sides & stamped.**
 3. The bid should have at least 12 months' quote validity with clear delivery lead time.
 4. Currency of offer should be USD with clear terms of payment terms.
 5. Sign & Stamp Samaritan's Purse **tender code of conduct** and return it alongside quotations.
 6. Copy of minimum three purchase orders or contracts that reflect delivering the same category of **office Supplies and Stationery** to other organization since 2017 – 2021.

Conditions of bidding:

- Payment terms will be within 15-30 business days after receipt of goods and invoice, by Electronic bank transfer/checks.
- Business Contact details including President/Owners of the company.
- Samaritan's Purse is not subject to VAT; therefore, all offers should be exclusive of VAT costs.
- NB: **No tender documents are to be requested from the office.** You only need to submit your quotation as instructed above.
- Should be legally registered company.
- With a track record or experience of **office supplies and stationery.**
- Ability and capacity to supply the specified work to Samaritan's Purse Juba office SP field Office.
- If submitting in an EMAIL format, **only** bids submitted **solely** to SouthSudanSealedBid@samaritan.org will be accepted.
 - Emailed Bids will be REJECTED if:
 - Another Samaritan's Purse email is in copy
 - Submitted separately to any other party.
 - Any coercive behaviour is suspected.
 - Failure to meet selection criteria indicated below(Marked Red)

Terms & Conditions:

- SAMARITAN'S PURSE accepts no responsibility and is under no obligation to reimburse applicants for the costs associated with preparation of their applications;
- Time of delivery of service is very important; the service provider should therefore indicate a reasonable time for supply upon receiving of Purchase Order (PO) otherwise delay penalties will be strictly implemented and no time extension would be granted unless for reasons beyond the contractor's control.
- SAMARITAN'S PURSE reserves the right to award the most qualified service provider (contractor) regardless of the lowest price submitted;
- SAMARITAN'S PURSE reserves the right to award to more than one bidder or to reject all applicants and cancel the solicitation at any time.