

INSO

INTERNATIONAL NGO SAFETY ORGANISATION
Analysis & Advice for Humanitarians

Request for Quotation RFQ/2021/005

For Accommodation compound/Guesthouse in Juba

[19th August 2021]

International NGO Safety Organisation

INSO – South Sudan
Thongping, Airport Road,
Near Kilimanjaro Apartments,
Plot Number 479 block 3K-South,
Florian Road,
Juba- Central Equatoria State
South Sudan.

*Fabrice
20 August 2021*



Confidentiality Statement

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Submission Details

Submission Deadlines

All submissions for responding to this request must be submitted by email or in a sealed envelope, as stated below, no later than: **29th August 2021 COB (1600 Juba time)**

The submission must include:

- ✓ A cover letter from a senior representative of your company and required certifications or Cover letter from the owner of the appartement (for private).
- ✓ The quotation for the service noted in the detailed specifications below. The quotations should be detailed as much as possible
- ✓ Notice of any relevant Terms & Conditions related to the provision of said service including the **validity period** of the quotation.
- ✓ Photos of the appartement, parking space, Gym and including rooms.
- ✓ provide maintenance schedule. ACs, guesthouse and garbage collection
- ✓ Client references/testimonials as relevant with full contact details
- ✓ For company: certificate of incorporation of the company, certificate of registration, certificate of membership, operations licence, Tax Identification certificate and up to date tax clearance certificate.,

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- ✓ Legal documents of the property should include, Land hold registration, Valid Lease agreement (where landlord is different from the structure owner), Lease release agreement where applicable (i.e., where the lessee returned the lease to the landlord), Sketch Map of the land and construction plan (optional)
- ✓ For private: A copy of ID and the physical address in South Sudan including contacts (phone, email...).

Submission Delivery Address (this is to be used, only if your files are too heavy and cannot be sent via email)

The delivery address to be used for all submissions is:

Attn: INSO South Sudan

Thongpiny, Airport Road,
Near Kilimanjaro Apartments,
Plot Number 479 block 3K-South,
Florian Road, Juba- Central Equatoria State
South Sudan

Electronic Submissions

Electronic submissions in response to this Request for Quotations will be accepted as long as they meet the submission deadline and requirements.

Send via email and with the subject line "**RFQ Accommodation /Guesthouse INSO SSD**" to deliver simultaneously to the two following emails addresses:

- INSO Operations Manager: ops.manager@ssd.ngosafety.org
- INSO SSD Logistics Officer: logistics@ssd.ngosafety.org

About INSO

INSO is a non-profit humanitarian organisation providing dedicated safety support services to the NGO community in South Sudan.

Our vision is a strong, safe and empowered humanitarian community able to deliver aid to vulnerable individuals in the world's most challenging contexts with the minimum of risk to their staff, partners and beneficiaries.

Our mission is to work on the ground alongside NGOs to provide them with comprehensive, high quality, real time and relevant information, analysis, alerts, and advice on the local safety conditions, along with practical support, training and assistance that improves their situational awareness and supports informed decision making and crisis response.

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Detailed Specifications

The provision of Accommodation compound/Guesthouse should include the following:

- **Rooms/apartments should be self-contained and fully furnished (bed & bedsheets, towels, sofa set/couches, tv, fridges, kitchen appliances, DSTV/Eurostar decoders, ...)**
- **Fully air-conditioned**
- **Gym equipment availability**
- **All services should be included (security guards & CCTV cameras, cleanings & fumigation, laundry, electricity/Generator-24h/7, maintenance and garbage management, basic hygienic items details, reliable Internet, water supply...)**
- **Well equipped kitchen with cutlery kit for self-cooking for each apartment occupant**
- **Preferably, the compound should be located in Thongping neighbourhood, but any other location meeting standards is fine**
- **The price should be tax inclusive**
- **Your terms and conditions and the duration of the quoted price should be a least 30 working days.**

Other Terms and Conditions

- ✓ The payment should be done by wire transfer or by cheque on the account of the company and on a quarterly basis, annual contract with possibility to extension.
- ✓ The availability of the guesthouse should be ready to be occupied in 2 weeks
- ✓ The price should be in Dollars (USD).
- ✓ The prices quoted by the Bidder shall be fixed and final.
- ✓ provide maintenance schedule. ACs, guesthouse and garbage collection...).
- ✓ No price negotiations will take part after the tender.
- ✓ The contract shall be awarded to the tender offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors.

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It is strictly prohibited to offer, promise or provide any form of gratuity, gifts or favour to any INSO employee in relation to this RFQ and any effort to do so will result in immediate disqualification of your company from this, and all future, RFQs.

[19th August 2021]

*for file
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INSO does not support the use of child labour in workplace and will not do business with companies who employ those under the age of 16.

Selection Criteria

All quotations will be opened and reviewed simultaneously by an Evaluation Committee comprising not less than three (3) INSO employees. Decision will be by majority vote. Quotations will be evaluated (in no order) on (I) fulfillment of specified criteria (II) price (III) quality (IV) reliability of supplier (V) other added values.

Compound might be visited 2 or 3 times before final decision is made on the selection.

All candidates will be informed of the outcome of their quotation within 30 days of the submission date deadline.

Fabrice Lunda



20 August 2021

Operations Manager