

STAR TRUST ORGANIZATION

Program Office
Kuzee, Plot 13-14
Yambio, South Sudan
Tel: 0922644633



Liaison Office
Muniki Block A, plot 158
Juba, South Sudan
Tel: 0922633622

Email: info@sto-ss.org

Website: www.sto-ss.org

REQUEST FOR QUOTATIONS (PUBLIC TENDER FOR PRE-QUALIFICATIONS)

Date of posting: 16th December 2019

Deadline for submission of bids: 15th January 2020



STO Yambio Programme Office, Western Equatoria; Kuzee Area, Plot 13-14 Yambio, South Sudan, Tel: +211 (0) 922644633, E-mail: procurement@sto-ss.org

Ref Number: STO/SS/BIDS/001/2019

Star Trust Organization (STO) wishes to contract a legally registered service providers/vendors/suppliers (companies) for automobile services and spare parts for vehicles/motorbikes, office supplies, materials, fuel supplies, computers and accessories, Electricals, Visibility items, Food Stuffs, Hotel Services etc.

WE PRACTICE PROCUREMENT WITH INTEGRITY.

All bids will be opened by STO Procurement committee. It is not possible to influence the decision or outcome except by offering the best value. No individual or group can influence this decision. No Star Trust Organization (STO) employee will solicit you outside this tender except if you are being awarded this tender.

Email unethical behavior to procurement@sto-ss.org for confidential reporting.

How to submit the bids

By hand delivery to Star Trust Organization (STO) Yambio office in a sealed envelope clearly marked:

Attention: Operations Officer

1. Lot 1: Stationaries
2. Lot 2: Computers and accessories
3. Lot 3: Computer maintenance and services
4. Lot 4: Electricals
5. Lot 5: Agricultural tools
6. Lot 6: Hotel services
7. Lot 7: Vehicle spare parts
8. Lot 8: Motorbike Spare parts



9. Lot 9: Car Hire
10. Lot 10: Truck hire
11. Lot 11: Fuel supplies
12. Lot 12: General items
13. Lot 13: Visibility items

- Email your selection (e.g. Lots 1, 2, 3 and 4) to the Procurement committee at procurement@sto-ss.org to receive your selected RFQs with the subject stating the Reference number noted above. Clearly Specify the category you are applying for in the email text.
- **Yambio Based Suppliers/Service providers: You are being advised to Collect hard copies of RFQs from STO Yambio Programme office.**

Sealing and Marking of Bids

Hand Delivered bids shall be securely sealed in a plain envelope and delivered to the Operations Office, Star Trust Organization (STO) Yambio Programme office.

No other markings than stated above should be on the envelope. Not adhering to this practice will result in rejection.

Communication

Bidders with queries regarding this notice should send them to procurement@sto-ss.org. Direct communication with Star Trust Organization (STO) staff will result in disqualification. If questions remain unanswered, please submit with your bid for consideration by the committee

Your bid MUST clearly indicate the following:

- Currency of offer both in SSP and USD (currency price columns)
- Net price after deduction of discounts:
- Number of days required for delivery to STO/Yambio and other specified Locations
- Validity of the offer Should be minimum of 12 months
- Detailed specifications and brands provided (if different from stipulated specifications):

Limitations.

- **All Items to be Delivered and Duty Paid (DDP) Yambio and specified STO Locations.**
- **All transport cost shall be included in the prices quoted.**



Conditions of bidding:

- Bids must be valid for minimum of 12 months
- Payment terms will be within 30 business days after receipt of goods with delivery note and invoice, by Cheque or Electronic bank transfer.
- Services require work completion certificate
- List of previous references, clients/organizations/institutions with their current contact information.
- Contact details including Managing Director/Owners of the company.
- Star Trust Organization (STO) is not subject to VAT; therefore, all offers should be exclusive of VAT costs.
- Meet the Deadline noted at top of Request for Quotations.
- Provide proof of being a legally registered company in the State or South Sudan.
- Ability and capacity to supply contracted quantities and deliver to Star Trust Organization (STO) Juba office, Tambura, Maridi or Yambio Programme office.
- Should be with Detailed knowledge of the Category bidding upon.
- If submitting through an email, only bids submitted to procurement@sto-ss.org will be accepted.

Terms & Conditions:

- ✓ **STAR TRUST ORGANIZATION (STO)** accepts no responsibility and is under no obligation to reimburse applicants for the costs associated with preparation of their applications
- ✓ **STAR TRUST ORGANIZATION (STO)** reserves the right to award the most qualified service provider (contractor) regardless of the lowest price submitted; Payment is upon delivery and after preliminary verification of the items specified above; their functionality and originality.
- ✓ **STAR TRUST ORGANIZATION (STO)** reserves the right to award to more than one bidder or to reject all applicants and cancel the solicitation at any time.

Requirements

1. Must have the company registered with the Ministry of Finance/Commerce in Western Equatoria or at National level.
 - Certificate of registration/Incorporation,
 - Operating License,
 - Tax Clearance,
 - Membership certificate
 - Etc.
2. Must have Bank account opened in the name of company/business with either **Eco Bank** or **Kush Bank** in South Sudan.
3. **We encourage locally registered companies to apply, and only companies with offices in Yambio or Western Equatoria shall be considered for purposes of emergency and convenience.**

Note that no fictitious company name shall be accepted (using of company name which is not registered)