



Head office, Juba, Munuki

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REF: REQUEST FOR BIDS:

**Introduction:**

Narrative Hub (NH) is a Women-led National NGO with as a special focus that provides innovative, community-based, and sustainable approaches to solving South Sudan's intractable problems. The hub strives to influence programming through creating an environment in which positive developments and, thus, positive stories can unfold in sectors ranging from rights, access to justice, protection, rule of law peace building, transitional justice, and good governance, SNFIs, WASH, GBV and CCCM.

Narrative Hub is legally registered by Relief and Rehabilitation Commission (RRC) in South Sudan under registration no. 1,099. NH's community-based efforts to promote gender equality, social economic justice and empowerment, gender mainstreaming and disability inclusive programming, responding and preventing Gender Based Violence, ensuring access to Justices and peace building, advocacy and human rights activist, NH prevent the spread of disease including HIV/AIDs, sex education and reproductive health information. NH also delivers emergency aid to survivors of conflict and natural disasters, and helps people rebuild their lives. The Organization was formed 2017 in response to the challenges following the breakout of the 2013 and 2016 crises that led to massive displacements and loss of human life and dignity, set education back years, and increased the incidence of GBV and loss of protection for children and women.

Narrative Hub, with funding from the Rapid Response Fund (RRF) of the International Organisation for Migration (IOM) is currently implementing a five Months emergency GBV response services to the returnees, IDPs and Venerable Host Community in Nasir County, the organization is therefore requesting for bids from qualify companies for the Flight Charter to deliver the organization items to the field office in Nasir for the training of women and girls in Nasir County, Upper Nile State with the below specifications.

*James A. 700  
R.D.*







<b>Terms of payment:</b>		<b>Delivery time:</b>	
<b>Currency of Bids Quotation:</b>			
<b>Point of Contact Supplier:</b>			<b>Stamp of company</b>
<b>Name:</b>			
<b>Position:</b>			
<b>Signature:</b>			

**Quotation Requirement:**

- Detailed specification of goods, service requested.
- All prices must be provided in United States Dollars, inclusive of any applicable taxes.
- Validity of bids Quotes must be indicated preferably 60 days or longer. Lead time necessary to deliver all items should be indicated clearly.
- Terms of delivery (Delivery shall be made to any Narrative Hub requesting office). Terms of payment should be indicated clearly.
- All bids must be stamped and signed including the request for bids.
- Payment account details including bank name, name of the account owner, account number, account currency.
- Name of primary contact person, including telephone number and email address.

**Terms and conditions:**

- Narrative Hub accepts no responsibility and is under no obligation to reimburse applicants for the costs associated with preparation of their bid.
- Narrative Hub reserves the right to award the most qualified service provider (contractor) regardless of the lowest price submitted.
- Narrative Hub shall only make payment upon delivery and verification of the services/items.
- Narrative Hub reserves the right to award to more than one bidder or to reject all applicants and cancel the solicitation at any time.
- **Narrative Hub reserves the right to close the tender before the stipulated dateline if all bids have been received or in case no response is received within the first 5 days.**

**Submission Requirement:**

- Bids should be submitted online indicating clear the procurement reference Number ( **NH/RRF3/2023**) to the procurement officer on this email [owirojoe222@gmail.com](mailto:owirojoe222@gmail.com) and copy [narrativehub3@gmail.com](mailto:narrativehub3@gmail.com) , the request shall open from 19<sup>th</sup>/12/2023 and closes on the 4<sup>th</sup>/01/2024.any bids submitted after the dateline shall not be considered.
- Soliciting or canvassing for favors from any Narrative Hub staff to manipulate the procurement process shall lead to automatic disqualification.

