

**REQUEST FOR QUOTE NOTICE (Re-Advertised)**

Deadline for submission of bids **20<sup>th</sup> July 2020.**

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

**Date: July 13, 2020**

**Subject: Public Tender-JBB416191-Catering & House Keeping Services 2020-21 (Re-Advertised)**

Samaritan's Purse wishes to contract a legally recognized service provider (company) for Supply of **JBB416191-Catering & House Keeping Services 2020-21 (Re-Advertised)** as specified below;

Item #	Qty.	Unit	Part #	Item Description	Unit Cost (USD)	Total Cost (USD)
1	75	LS		Break Fast		
2	75	LS		Lunch		
3	75	LS		Dinner		
4	75	LS		Snacks		
5	1	LS	Based on the attached TOR	Standard Office Cleaning		
6	1	LS	Based on the attached TOR	Room services with Laundry		
7	1	LS		Monthly Management Fees		

**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 **JBB416191-Catering & House Keeping Services 2020-21 (Re-Advertised)** OR **By Email to the following address (Tender committee email):** [SouthSudanSealedBid@samaritan.org](mailto:SouthSudanSealedBid@samaritan.org) with formal bid & additional supporting documentation indicated below. The subject line should be **JBB416191-Catering & House Keeping Services 2020-21 (Re-Advertised)**

**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 **JBB416191-Catering & House Keeping Services 2020-21 (Re-Advertised)**
- And 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](mailto:SouthSudanSealedBid@samaritan.org) Responses will be posted to the NGO Forum for all bidders.

**Your bid should clearly indicate the following:**

- Detailed specifications (if different from stipulated specifications):
- Limitations.

**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.
- Deadline for submission of bids is **20<sup>th</sup> July 2020**. before **5:00pm**
- NB: **No tender documents are to be requested from the office.** You only need to submit your quotation as instructed above.
- You will be called to inspect the Packing lot after been short listed.
- Should be legally registered company.
- With a track record or experience of **Catering & House Keeping Services**
- 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](mailto: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 behavior is suspected.

**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 is very important; the service provider should therefore indicate a reasonable time for supply upon receiving of Purchase Order (PO).
- SAMARITAN'S PURSE reserves the right to award the most qualified service provider (contractor) regardless of the lowest price submitted;
- Payment is upon completion of service time based on the PO.
- 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.

## **Disqualification Criteria:**

- Any Supplier that fails to attach the following documentation with bid will be disqualified immediately;
  1. Copy of valid tax clearance.
  2. Copy of company incorporation certificate (Renewed). **Make sure to submit both sides.**
  3. The bid should have at least 6 months' quote validity with clear delivery lead time.
  4. Copy of minimum three purchase orders that reflect delivering the same category of supplies to other organization.

