

INVITATION TO SUBMIT A BID NO. WR/SSPT/2021/01

WRSS PREFERRED SUPPLIERS 2021/2022

**World Relief South Sudan,
 Hai Cinema, Juba, South Sudan,
 Opposite Ministry of Water Resources and Irrigation, next to MAF Offices and Red Cross Guesthouse.
 Email: sstenders@wr.org**

Date: 1st March 2021

Deadline for submission of bids: March 19th 2021 before 5:00PM.

World Relief South Sudan is the South Sudan branch of World Relief, an international nongovernmental organization dedicated to partnering with the local church, to see the most vulnerable people transformed economically, socially, and spiritually. Since 1998, World Relief has been working with the local church to address humanitarian and development needs related to Health, Nutrition, Food Security & Livelihoods (FSL), Education, WASH, Protection, Disaster Risk Reduction (DRR), and church Empowerment.

World Relief South Sudan wishes to contract legally recognized, professional and competent companies that are based in Juba to provide various materials, supplies and services for the period between April 2021 to March 2022. Bids are invited for the following categories, and attached RFQs:

S #	CATEGORY REF #	CATEGORY
1	WR/SSPT/2021/01/A	Transport - Charter Flights
2	WR/SSPT/2021/01/B	Transport - Road Transport
3	WR/SSPT/2021/01/C	Transport - River Transport
4	WR/SSPT/2021/01/D	Agricultural Supplies & inputs
5	WR/SSPT/2021/01/E	Food and Drinks
6	WR/SSPT/2021/01/F	Fuel
7	WR/SSPT/2021/01/G	Hardware Materials
8	WR/SSPT/2021/01/H	Household Items
9	WR/SSPT/2021/01/I	Office Stationery Items
10	WR/SSPT/2021/01/J	Printing and Signage
11	WR/SSPT/2021/01/K	MV Oils

Completed set of tender documents sealed in a plain envelope for each category and clearly marked the category ref number eg **“WR preferred suppliers - Tender No. WR/SSPT/2021/01/A - Transport - Charter Flights”**, should be dropped into the Tender box at the **WR office, Hai Cinema, opposite Ministry of Water Resources and Irrigation, next to MAF Offices and ICRC Guesthouse, no later than 19th March 2021 before 5:00PM local time.**

CONDITIONS OF BIDDING:

- 1) Quotes submitted after the deadline, **19th March 2021 5:00PM**, will be rejected.
- 2) Each category **MUST** be submitted in a separate envelope, even when bidding for multiple categories.
- 3) All bidding documents **MUST** be stamped and on Company letter head.
- 4) Quotes **MUST** be valid for 12 months ie until **End of March 2022**.
- 5) Price **MUST** be in USD, with unit prices after deduction of discount.
- 6) Item details including brand names of quoted items **MUST** be provided.
- 7) Delivery Lead-time to supply the goods or services **MUST** be clearly indicated.
- 8) Payment will be within 30 business days after receipt of goods and invoice.
- 9) Proof of being a legally registered company in South Sudan **MUST** be provided with all the necessary documents related to company operation in South Sudan.
- 10) Business Contact details including Owners and Directors of the company **MUST** be provided.
- 11) A list of **THREE** references with current contact information **MUST** be provided.
- 12) Demonstrated track record and experience in the requested category **MUST** be provided.
- 13) Proof of ability and capacity to supply the specified quantities and deliver to World Relief warehouse in Juba **MUST** be provided.
- 14) No tender documents should be requested from the office. Bidders with questions regarding this notice should direct them to the tender email: stenders@wr.org
- 15) World Relief reserves the right to award the most qualified vender who is providing the best value, regardless of the lowest price submitted.
- 16) World Relief reserves the right to award each category to more than one bidder or to reject all applicants and cancel the solicitation at any time.
- 17) World Relief accepts no responsibility and is under no obligation to reimburse applicants for the costs associated with preparation of their applications.