



ADVENTIST DEVELOPMENT AND RELIEF AGENCY (ADRA)  
MUNUKI SDA CHURCH COMPOUND, OFF KUWAIT ESTATE,  
JUBA SOUTH SUDAN  
DATE: 08<sup>th</sup> OCT, 2025

## INVITATION TO BID (EMMERGENCY PROCUREMENT)

### ORGANIZATION BACKGROUND

The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh-day Adventist church which has been in operation for over 60 years. Through an international network, ADRA delivers relief and development assistance to individuals in more 130 countries----- regardless of their ethnicity, political affiliation, or religious association. By partnering with communities, organizations, and governments, ADRA is able to improve the quality of life of millions through 9 impact areas namely: Livelihood and Agriculture; Children; WASH, Community Health; Disaster Response; Economic Growth; Hunger and Nutrition; Social Justice and Gender Equity

For over 37 years, ADRA South Sudan has been making a difference in individual's lives in one of the most difficult contexts in the world in both development and emergency contexts. In South Sudan, we implement programs in six thematic program areas of Education, Primary Health Care, Emergency Response and Integrated programming, including livelihoods and Agriculture; HIV/AIDS; WASH; economic empowerment and gender.

ADRA South Sudan through its Protection project is calling for quotations from refutable companies to construct Semi-permanent Transitional Shelter in Malakal (Upper Nile State) as specified in the BOQ and Blue print attached.

**KEY INFORMATION TO BIDDERS:** PLEASE FOLLOW THE GUIDANCE ON THE RFQ, BOQ and BLUE PRINT ATTACHED.



s/n	Item Description	Qty	Unit
1	Construction of Semi-permanent Transitional Shelter in Malakal County of Upper Nile State	100	Units

NOTE:

1. The successful vendor is expected to be responsible for transportation of all the necessary construction materials to the constructions sites to ensure timely completion of this activity.

**DATELINE:** Strictly on 13<sup>th</sup> October, 2025 at 4:00 PM local time

#### **SUBMISSION AND REQUIREMENTS**

Vendors shall enclose all relevant legal registration documents which should include **latest bank statement, valid Tax clearance certificate, certificate of incorporation, Evidence of previous experience of operating/construction related activity in Malakal, etc in a well-sealed envelope.** Ensure to register your hand delivered quotation/bids with procurement before you leave. Only successful and competitive bidder will be notified. ADRA deserve the right to either amend or cancel this quotation with or without notification. The prospective bidder is entirely responsible for any cost related to the preparation and submission of their quotations.

The envelope shall bear the warning **"Not to be open before the time and date for bid opening"**. ADRA South Sudan will not assume responsibility of any **UNSEALED** and **UNMARKED** envelope if misplaced and will be rejected by the committee.

Online tenders should be submitted to: [tender@adrasouthsudan.org](mailto:tender@adrasouthsudan.org), coping [logisticofficer@adrasouthsudan.org](mailto:logisticofficer@adrasouthsudan.org), and [bkhamis@adrasouthsudan.org](mailto:bkhamis@adrasouthsudan.org).

**Hand delivered bids should be submitted to our office in Malakal, at the Humanitarian Hub. While in Juba the tenders can be submitted at our HQ office in Munuki SDA Church Compound.**

The language for the bids shall be **ENGLISH** only.

**FOR ANY CLARIFICATION OR INQUIRY, contact, ADRA South Sudan Head Office**

Juba Munuki SDA Church Compound.

Wani James Joseph  
Operations Specialist  
ADRA South Sudan





ADRA SOUTH SUDAN  
QUOTATION REQUEST FORM

Request for quote# \_\_\_\_\_

Date 08/10/2025

Dear Sir/Madam:

ADRA is seeking quotation for the procurement of items/services listed in product "specification" below. Quotation from qualified vendors will be evaluated based on criteria listed established by ADRA including but not limited to, price, quality of goods, delivery, service/support, if applicable. ADRA reserves the right to accept or reject any and all bids. We would appreciate it if you could provide us with quotations for the items mentioned below. Specify additional information, if necessary.

Thank you in advance.

Supplier's Name: \_\_\_\_\_ Date: \_\_\_\_\_ Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_



Line item	Date required	Item Description	Qty	Unit	Unit/ Price	Total
1	13/10/2025	Construction of Semi-permanent Transitional Shelter in Malakal County of Upper Nile State	100	Units		
TOTAL:						

Remarks: \_\_\_\_\_

Total Amount in Words: \_\_\_\_\_

*Quotation Valid Until (Date):* \_\_\_\_\_

*Vendor's requested payment terms:* \_\_\_\_\_

*Delivery period:* \_\_\_\_\_

*Vendor's Authorized Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Vendor's Stamp*





Materials Cost Estimate For 7.2mx4.0m Semi permanent Transitional Shelter Construction In Malakal					
S/No.	Description	Unit	Quantity	Unit Rate (US \$)	Amount (US \$)
<b>A</b>	<b>Site Preparation</b>				
	Site Clearance includes cutting down tall grasses, shrubs, removal of old scraps and carting away and making sites good after construction	L/S	1		
	<i>Sub-Total: Site preparation</i>				
<b>B</b>	<b>Walling</b>				
1	100mm dia. Local wooden poles - 4m length	Pcs	16		
2	4x2 hardwood timber - 4m length	Pcs	9		
3	60mm dia. Local wooden poles - 3m-4m length (Bundle is 10 Pcs) @ 300mm Spacing	bundle	7		
4	50mm dia. Bamboo bundle - 3m length (Bundle is 10Pcs)	bundle	29		
5	Assorted nails (2", 3" and 4")	kg	11		
	<i>Sub-Total: Walling</i>				
<b>C</b>	<b>Roofing</b>				
1	28G IBR/CGI Iron sheet (0.9m width and 3m length)	Pcs	21		
2	Ridge cap of similar IBR/CGI Iron sheet	Pcs	5		
3	4x2 hardwood timber - 4m length (wall plate)	Pcs	7		
4	4x2 hardwood timber - 4m length (rafter) Truss	Pcs	18		
5	2x2 hardwood timber - 4m length (purlin)	Pcs	17		
6	Unbrella/Dome-head Roofing nails 3"	Kg	3		
7	Rubber Washer-same colour as Iron sheet	Pkt	2		
8	Hoop Iron	M	30		
	<i>Sub-Total: Roofing</i>				
<b>D</b>	<b>Door and Windows</b>				
1	4x2 hardwood timber - 4m length	Pcs	7		
2	2x2 hardwood timber - 4m length	Pcs	7		
3	28G IBR/CGI iron sheet (0.9m width and 3m length)	Pcs	3		
4	3" hinges for Window	Pcs	16		
5	4" hinges for Door	Pcs	6		
6	4" Padbolt	Pcs	2		
7	4" Galvanised Towbolt	Pcs	10		
8	50mm Tri-Circle 2.6.5 Brass Padlock	Pcs	2		
9	Water for mudding	Litres	7500		
10	Grass for mixing with mud during walling-To be completed smooth	bag	15		
	<i>Sub-Total: Door and Windows</i>				
	<b>Total Cost for materials</b>				
	<b>30% Labour cost to include: foundation and filling works, structural frame works and roofing till shelter completion.</b>				
	<b>Total construction cost for a 7.2x4.0m shelter</b>				



## ARTISTIC IMPRESSION VIEW

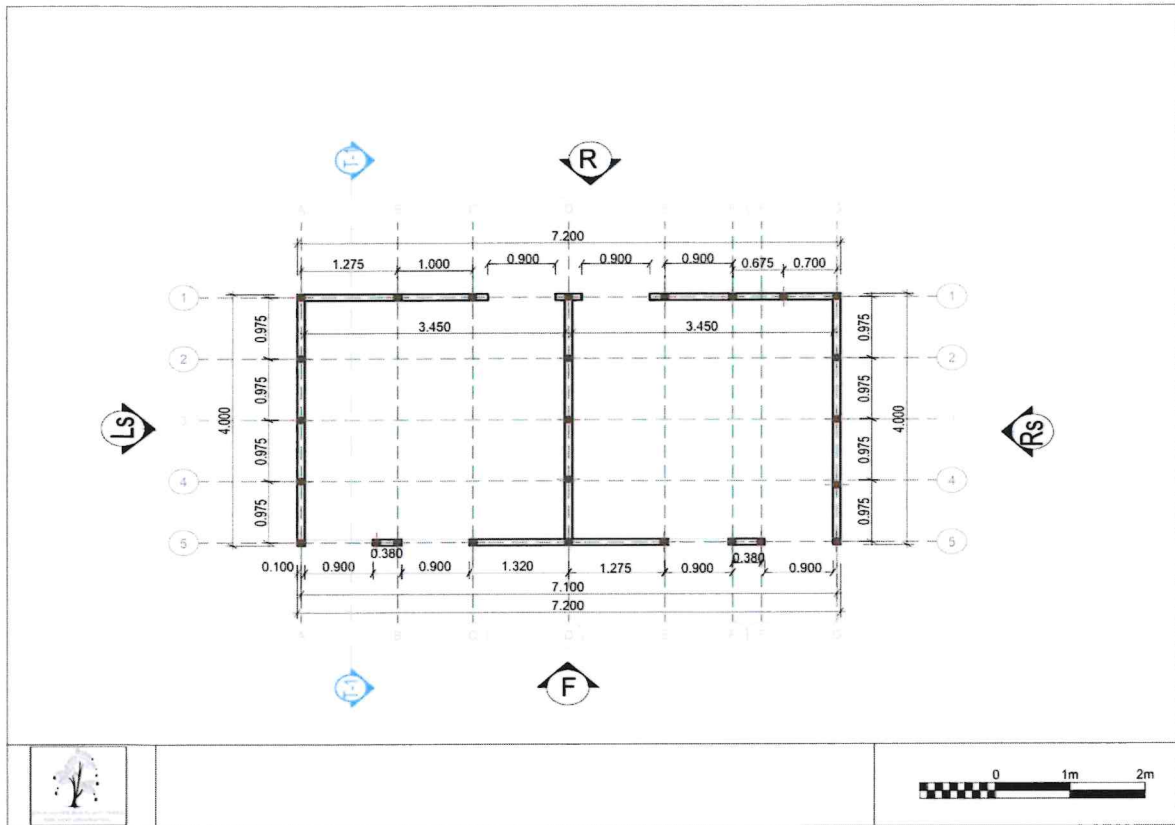


## FRAME STRUCTURE DESIGN

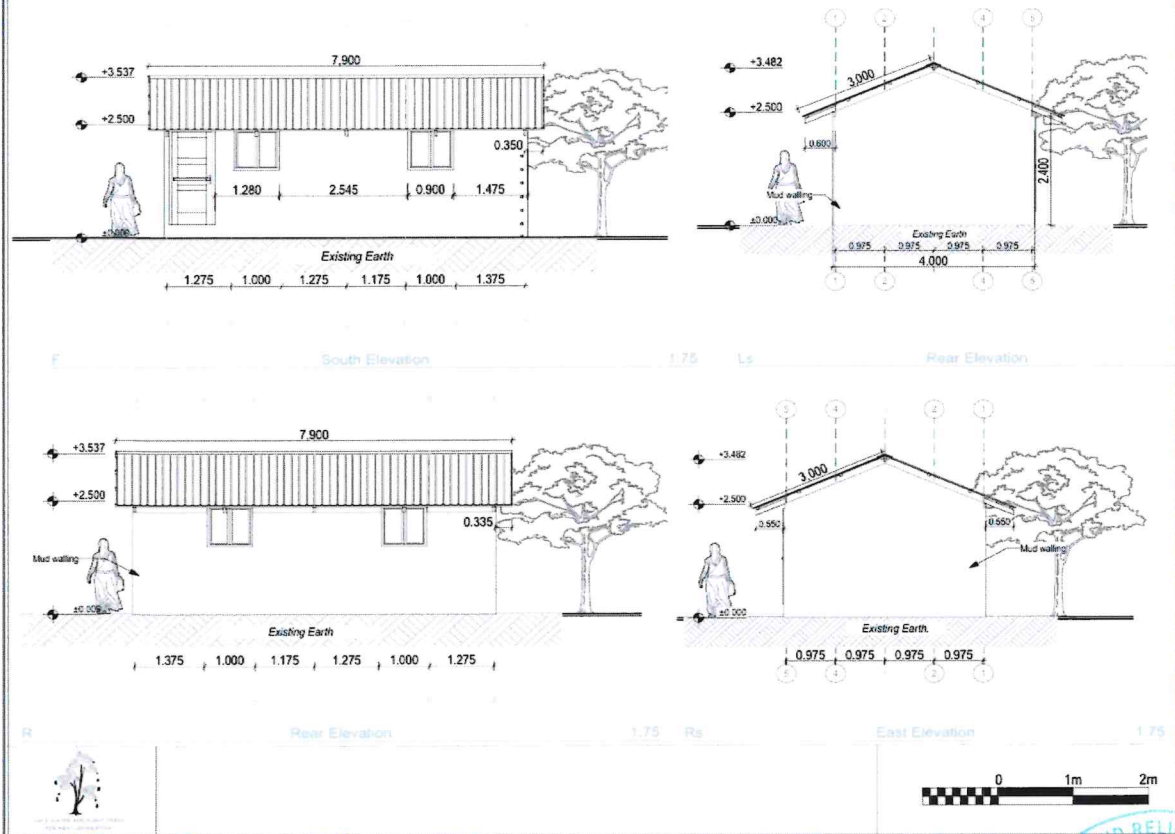


<b>Project title:</b>	Construction of a block of two rooms transitional shelter
<b>Implemented by</b>	ADRA Protection project, Malakal 2025
<b>Adopted from:</b>	SNFI CLUSTER STANDARDS-SNFI CLUSTER TECHNICAL WORKING GROUP SOUTH SUDAN
<b>Checked by:</b>	Okello Jimmy Ranga, ADRA Infrastructure Officer-0920015558





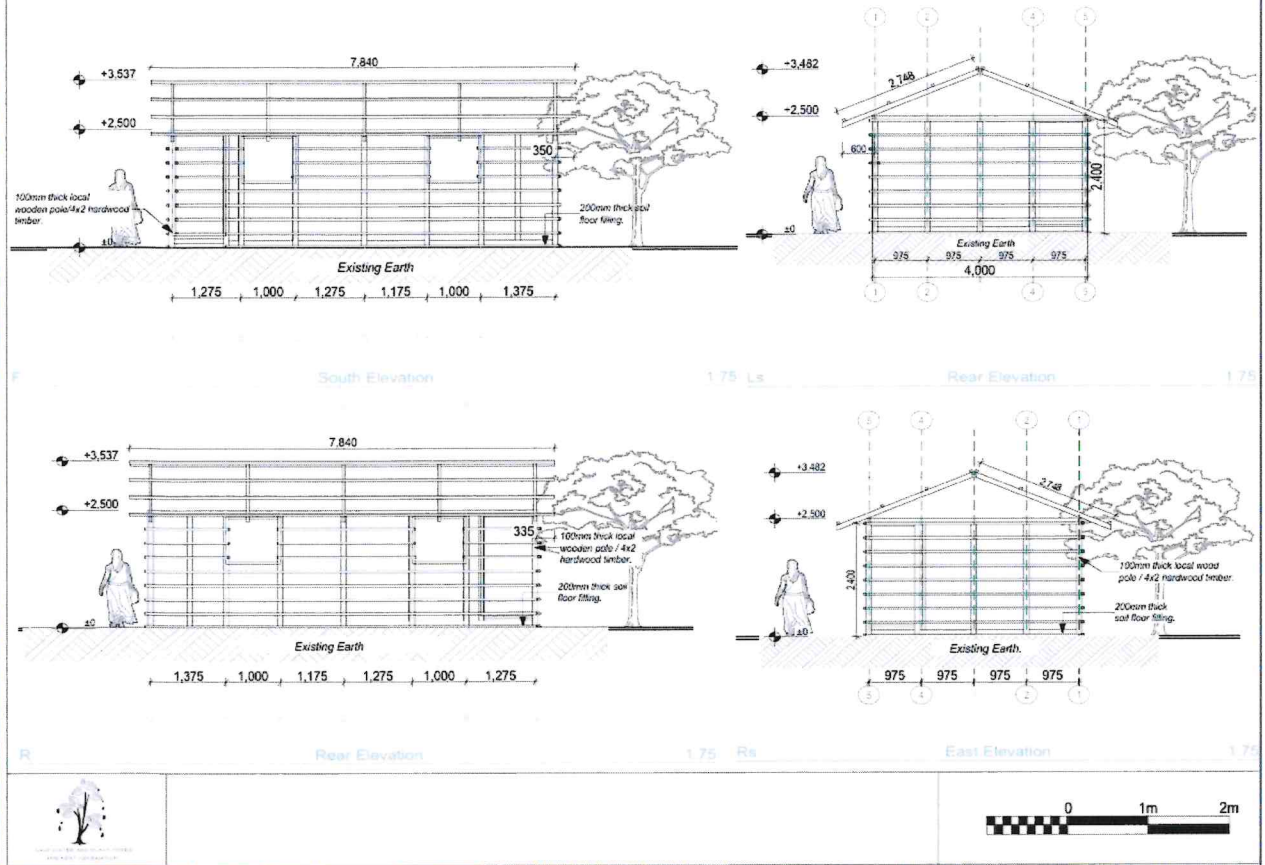
## ARCHITECTURAL SIDE ELEVATION



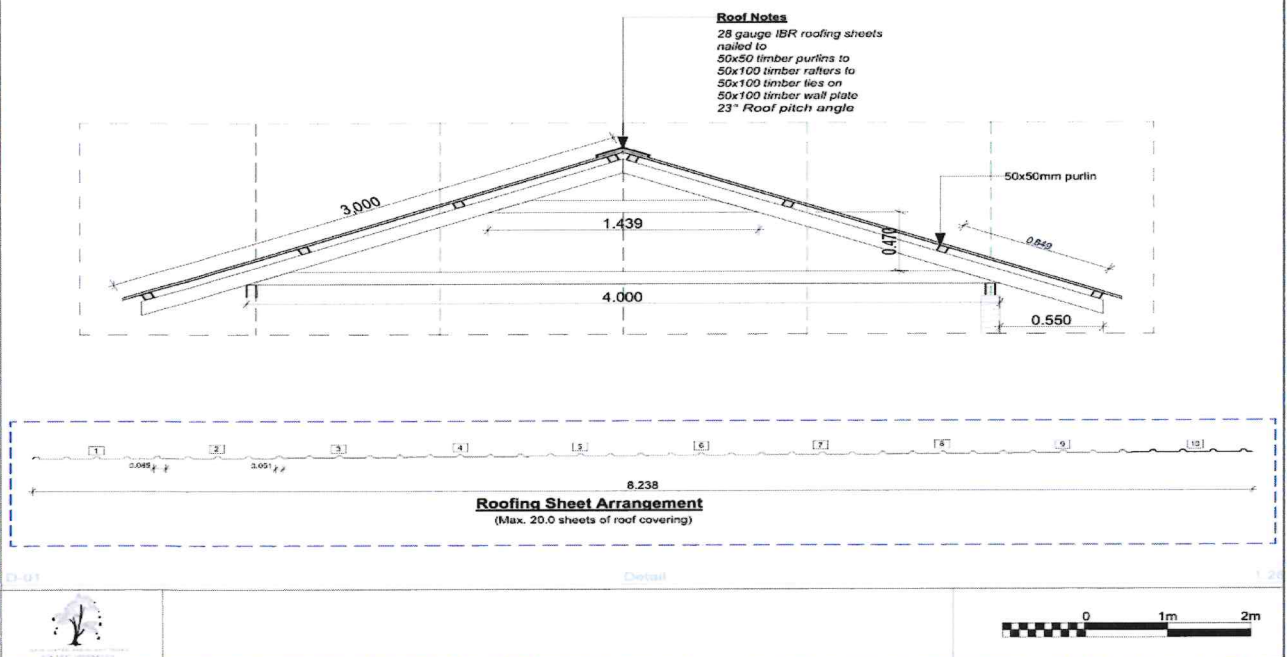
Project title:	Construction of a block of two rooms transitional shelter
Implemented by	ADRA Protection project, Malakal 2025
Adopted from:	SNFI CLUSTER STANDARDS-SNFI CLUSTER TECHNICAL WORKING GROUP SOUTH SUDAN
Checked by:	Okello Jimmy Ranga, ADRA Infrastructure Officer-0920015558



## FRAME SIDE ELEVATION



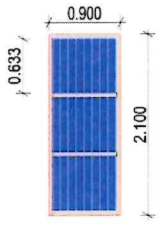

## TRUSS STRUCTURAL SECTION



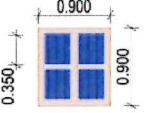

<b>Project title:</b>	Construction of a block of two rooms transitional shelter
<b>Implemented by</b>	ADRA Protection project, Malakal 2025
<b>Adopted from:</b>	SNFI CLUSTER STANDARDS-SNFI CLUSTER TECHNICAL WORKING GROUP SOUTH SUDAN
<b>Checked by:</b>	Okello Jimmy Ranga, ADRA Infrastructure Officer-0920015558



# DOOR & WINDOW SCHEDULE

Door Schedule	
Element ID	D - 01
Description	
3D Back View	
2D Symbol	
Quantity	2
Structural Element	50x100mm timber door frame, 50x50mm door mullions, 4" Padbolt, 4" Towerbolt, 4" Hinges and G28 IBR Iron sheet panels.

IES-03 Door Schedule 2:1

Window Schedule	
Element ID	W - 01
Description	900mm x 900mm high single window with double hang sashes of G28 IBR Iron sheeting panel.
3D Back View	
2D Symbol	
Quantity	4
Structural Elements	50x100mm timber door frame, 50x50mm Window mullions, 3" Towerbolt, 3" Hinges and G28 IBR Iron sheet panels.

ES-04 Window Schedule (1) 2:1



Project title:	Construction of a block of two rooms transitional shelter
Implemented by	ADRA Protection project, Malakal 2025
Adopted from:	SNFI CLUSTER STANDARDS-SNFI CLUSTER TECHNICAL WORKING GROUP SOUTH SUDAN
Checked by:	Okello Jimmy Ranga, ADRA Infrastructure Officer-0920015558

