

REQUEST FOR QUOTE NOTICE

Deadline for submission of bids July 12th, 2021 before 5:00pm

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

Date: July 1st, 2021

Subject: PR JBB 21186 Staff Wellness

Samaritan's Purse wishes to contract a legally recognized service provider (company) for Supply of TOR **JBB 21186 Staff Wellness** as specified below;

Item #	Qty	Unit	Item Description	Unit Cost (USD)	Total Cost (USD)
1	85	Persons	Staff Wellness day 03rd September, 2021		
2	85	Persons	Health Talk (Public Lecture) on Ulcers awareness on causes, treatment and Prevention of ulcers		
3	85	Persons	Blood Pressure, Weight, Height and BMI		
4	85	Persons	STDs , HIV Test , Syphilis test and Gonorrhoea's test– Voluntary Counselling and Testing (VCT)		
5	85	Persons	HBSAG - Hepatitis B Test		
6	85	Persons	Random Blood Sugar(RBS) - Blood Sugar		
7	85	Persons	Lipid Profile - Cholesterol Level		
8	85	Persons	Lipid Profile - Triglycerides Level		
9	85	Persons	Professional Fees		
10	85	Persons	Doctor's Consultation and Counselling fees		
11	85	Persons	Typhoid and Malaria Test		
12	85	Persons	Thyroid function Test		
13	85	Persons	HBAIC (Diabetes)Test		
14	85	Persons	CBC Test (Complete Blood Count) Analysis for all staff		
15	85	Persons	Urine test and Analysis on urinary tract infections		
16	85	Persons	Stool (Feces) test and Analysis of any worms infections i.e. Giardia etc.		
17	85	Persons	Brucellosis test and Analysis that results to fever, sweats, headaches, back pains, and physical weakness.		

18	85	Persons	Laboratory Test Results findings for all tests for all staff		
19	85	Persons	Final Medical Report for all Medical Test findings		

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 **PR JJB 21186 Staff Wellness**

OR

By Email to the following address (Tender committee email): SouthSudanSealedBid@samaritan.org with formal bid & additional supporting documentation indicated below. The subject line should be **PR JJB 21186 Staff Wellness**

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 **PR JJB 21186 Staff Wellness**

As 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 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.
- Mode of payment, terms & conditions.

Disqualification Criteria:

- Any Supplier that fails to attach the following documentation with bid will be disqualified immediately;
 1. Copy of valid tax clearance certificate.
 2. Copy of company incorporation certificate (Renewed). **Make sure to submit both sides & stamped.**
 3. The bid should have at least 3 months' quote validity with clear delivery lead time.
 4. Currency of offer should be USD with clear terms of payment terms.
 5. Sign & Stamp Samaritans Purse **tender code of conduct** and return it alongside quotations.
 6. Copy of minimum three purchase orders or contracts that reflect delivering the same category of medical staff wellness services to other organization since 2017 – 2021.

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.
- NB: **No tender documents are to be requested from the office.** You only need to submit your quotation as instructed above.
- Should be legally registered company.
- With a track record or experience of **conducting NGO/Corporate Medical Staff wellness in South Sudan.**
- 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 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 behaviour is suspected.
 - Failure to meet selection criteria indicated below(Marked Red)

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 of service is very important; the service provider should therefore indicate a reasonable time for supply upon receiving of Purchase Order (PO) otherwise delay penalties will be strictly implemented and no time extension would be granted unless for reasons beyond the contractor's control.
- SAMARITAN'S PURSE reserves the right to award the most qualified service provider (contractor) regardless of the lowest price submitted;
- 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.