

REQUEST FOR QUOTE NOTICE

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

Date: January 16th 2020

Deadline for submission of bids is **January 29,2020 before 5:00 PM.**

Subject: RFQ FOR PUBLIC TENDER PRJBJB 41393 TRAVEL AGENT SERVICE PROVIDER

Samaritan's Purse wishes to contract a legally recognized service provider (company) for TRAVEL AGENT SERVICE PROVIDER as specified in the table below;

Item #	Qty	Unit	Item Description	Unit Cost (USD)	Total Cost (USD)
1	1	Person	Travel Agent fee for Booking - Regional		
2	1	Person	Travel Agent fee for Booking - International		
3	1	Person	Travel Agent fee for cancellation - Regional		
4	1	Person	Travel Agent fee for cancellation - International		
5	1	Person	Travel Agent fee for change of reservation - Regional		
6	1	Person	Travel Agent fee for change of reservation - International		
7	1	Person	Travel agent fee for No show regional		
8	1	Person	Travel Agent fee for booking - Domestic		
9	1	Person	Travel Agent fee for No show - Regional		
10	1	Person	Travel Agent fee for No show - International		
11	1	Person	Booking specific itinerary - Regional		
12	1	Person	Booking specific itinerary - International		

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 "**PRJBJB 41393 TRAVEL AGENT SERVICE PROVIDER**".
- OR **By Email to the following address (Tender committee email):** SouthSudanSealedBid@samaritan.org with the email subject

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 **“PRJBB 41393 TRAVEL AGENT SERVICE PROVIDER”** 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 Responses will be posted to the NGO Forum for all bidders.

Your bid should clearly indicate the following:

- Currency of offer -USD
- Net price after deduction of discounts:
- Number of days required for delivery to each location:
- Validity of the offer Should be min 12 months
- Detailed specifications (if different from stipulated specifications):
- Limitations.

NOTE: Tax exemption and Duty free clearance will be facilitated by Samaritan’s Purse

Conditions of bidding:

- Bids must be valid for minimum 12 months
- Payment terms will be within 15-30 business days after receipt of goods and invoice, by Electronic bank transfer.
- Provide a reference list of 3 entities you have provided similar service.
- **Sign SP Supplier Ethical Declaration Code of Conduct and return it alongside quotations.**
- 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 providing TRAVEL AGENT SERVICE PROVIDER
- Ability and capacity to supply the specified quantities above and deliver to Samaritan’s Purse Juba office or specified field location
- 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.

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 delivering the services and associated accessories, 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;
- Payment is upon delivery and after preliminary verification of the items specified above; their functionality and originality
- 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.