



ADVENTIST DEVELOPMENT AND RELIEF AGENCY (ADRA)  
MUNUKI SDA CHURCH COMPOUND, OFF KUWAIT ESTATE,  
JUBA SOUTH SUDAN  
DATE: 19<sup>th</sup> AUGUST, 2024

## REQUEST FOR QUOTATIONS

### 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 **ASPIRE** project is calling for quotations from reputable companies for Renovation and construction at ADRA Terek-eka Field office as specified below:

**KEY INFORMATION TO BIDDERS:** PLEASE FOLLOW THE GUIDANCE OF THE REQ ATTACHED



WET

S/N	Item Description	Quantity	Unit
	(Specification of items/works)		
1	Renovation of accommodation block in ADRA Terekeka field office.	01	block

**NOTE:**

1. A successful vendor is expected to be responsible for transportation of the construction materials to the construction site in Terekeka.

**BID SUBMISSION DATELINE: Strictly on 23<sup>rd</sup> August, 2024 at 4:00 PM local time**

**SUBMISSION AND REQUIREMENTS**

Vendors shall enclose all relevant legal company registration documents, including latest bank statement, valid Tax clearance certificate, etc in a well-sealed envelope. Ensure to register your hand delivered quotation/bids with procurement before you leave.

Online bids can be sent through this email: [logisticoffier@adrasouthsudan.org](mailto:logisticoffier@adrasouthsudan.org)

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.

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  
Logistics and Procurement Officer  
ADRA South Sudan





ADRA SOUTH SUDAN  
QUOTATION REQUEST FORM

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

Date 19/08/2024

Dear Sir/Madam:

ADRA is seeking quotation for the procurement of items 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	23/08/2024	Renovation of accommodation block in ADRA Terek-eka field office.	01	block		
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





**ESTIMATES FOR THE RENOVATION OF STAFF ACCOMMODATION BLOCK IN  
TEREKEKA FIELD OFFICE**

Item	Description	Unit	Qty	Rate USD	Amount USD
1	Mobilization of plant, equipment, work men tools, personnel etc. required for the renovation works.	Item	1		
2	<b>Wall</b>				
	Repair minor isolated wall cracks, both internal and external by chipping in preparation to receive plaster, scapping with sand paper before	m3	2		
	Provide minimum 20mm thick cement plaster over damaged inner & outer wall cracks (1:4) render smooth finishes.	m3	2		
	PREPARE AND APPLY ONE MIST COAT AND TWO COATS silk vinyl emulsion paint-Brilliant white color internally	20 ltr Bkt	7		
	Externally-weather Guard Exterior Paint-cream color	20 ltr Bkt	6		
	Ditto: skirting	4 ltr Tin	2		
	Export ordinary soil and spread around the apron	Item	1		
	<b>Sub-total for wall and Mobilization</b>				
3	<b>Floors</b>				
	Chipping the isolated minor floor cracks, cleaning, preparation and application of cement and sand mortar (1:3)	M <sup>2</sup>	2		
	<b>Sub-total for Floor</b>				
4	<b>Doors</b>				
	Supply and replace by welding the broken door RHS, including making good by grinding all sharp edges and necessary repairs	No	7		
	Supply and fix 7 brand new Armor lever mortise lockset 15 cm x 7.5 cm x 21.5 cm for steel doors, complete and fixed welded on the doors	No	7		
	Prepare touch up primer and apply one undercoat and two, finishing coats of gloss oil paint-ocean blue colour on doors, including making surfaces clean before painting	4 ltr tin	4		
	<b>Sub-total for door</b>				
5	<b>Windows</b>				



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	Supply and install new 48 X 118 Inch Durable Window Screen Mesh to existing windows, welded on the frames, including replacement and repairs of any window broken parts	No	8		
	Prepare touch up primer and apply one undercoat and two, finishing coats of gloss oil paint-ocean blue colour on windows, including making surface clean before painting	4 ltr tin	4		
	<b>Sub-total for window</b>				
<b>6</b>	<b>Roof</b>				
	Carefully remove damage leaking iron sheets and keep where directed by the supervising Engineer. Cost to include removal of solar panels from the roof and fixing it back after repairs of the leaking roof	Sum	10		
	Allow sum for any other item required after demolition of the roof cover and for the completion of the roof framework, which are not covered under the above items.	sum	1.00		
	Supplying & fixing of gauge 28 pre-painted Super Five IT4 profiled roofing sheets ( 0.5mm ) of approved colour: fixed with J-bolts to include rubber capping to tops of bolts	Sum	10		
	Ditto: ridges similar color	No	5		
	Wooden fascia board paint, 1 coat of emulsion under coat & 3 coats of oil based gloss white	No	15		
	Providing, fabricating and installing 0.5mm thick sheet gutter of size 200mm*200mm including all works all complete as per specifications to be approved by the Engineer.	m2	4.68		
	<b>Sub-total for roof</b>				
<b>7</b>	<b>Ceiling demolition and Finishes</b>				
	Carefully remove the existing plywood ceiling board, while allowing for sum of any other items required to complete the reinforced concrete ceiling, including 50 x 75 mm treated sawn softwood brand ring, 100 x 50mm ceiling joist, metal lathing fixed to timber brand rings	Sum	35		



	Supply and fix 12mm thick chipboard ceiling fixed with clout nails on 50x50mm grade 1 cypress brandering at 600mm centres clout nails with V-Joint onto timber	SM	55		
	Prepare and apply one undercoat and two finishing coat of emulsion paint on	SM	55		
	Allow for the supply and fixing of approved electrical conduits to the satisfaction of the Supervising Engineer.	Item	15		
8	<b>Sub-total for Ceiling</b>				
	<b>Ramp</b>				
	Construct access ramp with hand rails and a slope of 8% as shall be directed by the Engineer. Min 1.5 m wide ramp, C-20 plain concrete footing min 250mm x 100mm thick, 200mm thick brick plinth wall min 250mm deep, backfilling, concrete C-20 (1:2:4) slab vibrated with a minimum concrete thickness of 100mm at all points with reinforced Mesh; B.S. A142 including bends, tying wire and spacing blocks. Finish with 40 mm floor screed.	Sum	1		
	<b>Sub-total for Ramp</b>				
	<b>Total Office renovation</b>				
	<b>30% for material and labour</b>				
	<b>Grand Total</b>				

