



ADVENTIST DEVELOPMENT AND RELIEF AGENCY (ADRA)
MUNUKI SDA CHURCH COMPOUND, OFF KUWAIT ESTATE,
JUBA SOUTH SUDAN
DATE: 19th 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 RFQ ATTACHED



Handwritten initials "KH" in blue ink.

S/N	Item Description	Quantity	Unit
	(Specification of items/works)		
1	Renovation of an office block measuring 14.8m X 7.2m	01	block

NOTE:

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

BID SUBMISSION DATELINE: Strictly on 23rd 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

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



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**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:** _____

<i>Line item</i>	<i>Date required</i>	<i>Item Description</i>	<i>Qty</i>	<i>Unit</i>	<i>Unit/Price</i>	<i>Total</i>
1	23/08/2024	Renovation of an office block measuring 14.8m X 7.2m	01	block		
TOTAL:						

Remarks: _____

Total Amount in Words: _____



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Quotation Valid Until (Date): _____

Vendor's requested payment terms: _____

Delivery period: _____

Vendor's Authorized Signature: _____ Date: _____

Vendor's Stamp





BOQ FOR PROPOSED MINOR RENOVATION OF OFFICE BLOCK AT ADRA TEREKEKA FIELD OFFIC

		Measuring 14.80m x 7.2m			
Item	Description	Unit	Qty	Unit price	Total Pri
1	Mobilization				
1.1	Mobilization of plant, equipment, work men tools, personnel etc. required for the renovation works.	Item	1.00		
2	Demolitions work				
2.1	Items of demolition and removal shall includes making good disturbed areas to match exisiting and loading and carting away debris, including damaged iron sheets	M ²	1		
2.2	Careful removal of damaged Window wire Mesh from 9 windows and cart away, including any other defects in all the windows.	No	9		
	Ditto: waiting area damaged wire mesh	M	7		
	Ditto:door threshold for the front door	M	1		
3	Wall				
3.1	Repair minor isolated cracks by chipping in preparation to receive plaster	m3	5		
3.2	Provide minimum 20mm thick cement plaster over damaged inner wall cracks (1:4) render smooth finishes.	m3	3		
4	Floor				
	<i>Chipping the isolated minor floor cracks, cleaning, preparation and application of mortar with the right ratios on to the floor. Curing MUST be done for 3 days, Mortar Should be mixed with GLADIATOR to inhibit Termites.</i>				
4.1	Cement and sand mortar (1:3)	M ²	3		
5	Windows				
5.1	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	9		



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5.2	Ditto: new Carbon Steel Welded Wire Mesh - 1" x 1" Square Opening (0.135" Diameter), 3.85m x 2 sides and 1m x 1m above the door, welded on metal bars for the office waiting area security	M ²	7		
6	Doors				
6.1	Supply and replace by welding the broken door RHS, including making good by grinding all sharp edges	No	7		
6.2	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		
7	General Painting				
7.1	PREPARE AND APPLY ONE MIST COAT AND TWO COATS silk vinyl emulsion paint-Brilliant white color internally on Plastered surfaces; cleaning of the old painted walls is advised	20 ltr Bkt	8		
7.2	Externally-weather Guard Exterior Paint-cream color	20 ltr Bkt	8		
7.3	Prepare touch up primer and apply one undercoat and two, finishing coats of gloss oil paint-ocean blue colour on windows, doors and metal surfaces.	20 ltr Bkt	6		
	Ditto: skirting	4 ltr Tin	8		
8	Apron Construction				
8.1	Excavation for Splash Apron 0.45m wide by 0.6m deep from the stripped level in any material; include removal of surplus soil as would be directed by the spervisor, backfilling around the strip foundation, and filling with selected excavated material; leveled, rammed and compacted well	M ²	107		
8.2	Supplying and placing of C.20 screed concrete as specified to 200mm thick concrete for splash apron	m ³	9		
9	Ramp Construction				
9.1	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.	M ²	2		
				Total Office renovation	
				30% for material and labour	
				Grand Total	

