



ADVENTIST DEVELOPMENT AND RELIEF AGENCY (ADRA)

MUNUKI SDA CHURCH COMPOUND, OFF KUWAIT ESTATE,

JUBA SOUTH SUDAN

DATE: 06th April, 2026

INVITATION TO BID (ITB)

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 to renovate two Blocks of Four classrooms each for Keji Juba Primary School in Terek-eka County as specified in the RFQ and BOQ documents attached.

KEY INFORMATION TO BIDDERS: PLEASE FOLLOW THE GUIDANCE ON THE RFQ BOQ AND BLUE-PRINT ATTACHED.



s/n	Item Description	Qty	Unit
1	Minor renovation of two Blocks of Four classrooms each for Keji Juba Primary School	01	Lot

Tender submission dateline: Strictly on 17th August, 2026 at 4:00 PM CAT

Tender opening date: Tuesday 18th August, 2026 at 2:00 PM CAT

SUBMISSION AND REQUIREMENTS

Vendors shall enclose all relevant legal registration documents of the company, latest bank statement of the last three months, valid Tax clearance certificate, certificate of incorporation, Evidence of previous experience of similar construction works, etc in a well-sealed and stamped envelope.

Ensure to register your hand delivered quotation/bids with procurement (submission sheet) before you leave. Only successful and competitive bidder will be notified. ADRA South Sudan reserve the right to either amend or cancel this bidding process 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.

Tender submission:

NO EMAIL SUBMISSION OF TENDERS.

Bids shall be submitted at our HQ office in Munuki SDA Church Compound during working hours.

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
Procurement & Operations Specialist
ADRA South Sudan



Minor renovation of two Block of Four classrooms each for Keji Juba Prin

Note: Contractor is advised to visit the school for proper understanding of the nature of work

Item No.	Item Description	Unit	Qty	Rate in USD
1	Alterations and demolitions			
	Items for demolition includes removal of damaged iron sheets, timbers, chipping of floors and walls	Item	2	
2	Internal and external walls			
i	Supply materials and apply three coats of synthetic emulsion paint to internal plastered wall surfaces. Cost includes cleaning both surfaces and fixing all cracks in cement and sand (1:6); chip off and removed carefully; use Masonry Filler.	M ²	1008	
ii	Providing and applying the APEX weather proof exterior emulsion(water based 100% acrylic) or approved equivalent grade paint. The surface to be painted shall be made free from any dust, fungus, algae or moss. Cost include fixing existing minor cracks in cement and sand 1:4 with masonry cracks filler; and all the loose concrete to be chipped off and removed carefully without damaging the structures;	M ²	275.2	
3	Doors and Windows			
i	Allow sum for carrying out repairs by welding defective door parts, proper cleaning and painting two coats of hi-gloss; Cost Include for replacement of broken parts.	No	13	
	Supply and install a transparent one way glass for office doors	No	4	

	Allow sum for carrying out repairs by welding defective window parts, proper cleaning and painting two coats of hi-gloss to all steel surfaces. Include for replacement of iron mongery and all for proper functioning (fasteners, stays) of the existing windows per existing.	No	60	
	Supply and install a transparent one way glass for 12 double pane office windows measuring 146mmx117mm (45mmx47mm)	No	6	
iii	Ditto: Painting RHS veranda poles	No	24	
4	Floor repair			
i	Supply materials and repair of classrooms' floor cracks by chipping, cleaning in preparation and application of mortar (cement and sand 1:3 semi-dry mix bed) on to the floor (25mm thick cement screeds of 1:3 mix wood floated and steel floated as final finish. CURING MUST be done for 5 days, Mortar should be mixed with GLADIATOR to inhibit Termites in the building.	M ²	392	
ii	Ditto: verandah floors	M ²	113.4	
5	Ramp repair			
i	Repair the existing 3 No ramps maintaining a gentle slope of 8%, including Supplying and installing 1.5 inche dia galvanised circular hollow section hand rails on Ramp 3.20m x 2.50m; concrete C-20 (1:2:4) minimum thickness of 100mm at all points with reinforced Mesh; B.S. A142 including bending, tying wire and spacing blocks. Finish with 40 mm none slippery floor screed.	M ²	18	
6	Roof repair			
i	Carefully remove leaking damaged G28 prepainted Corrugated iron sheets, and carefully fix pre-painted gauge 28 Super Five IT4 profiled roofing sheets (0.5mm) of approved colour: fixed with J-bolts to include rubber caping to tops of bolts. Cost includes ridge cap of similar color & hoop iron	No	20	



ii	Verandah cover :Provide and fix gauge 28 prepainted irons sheets. Cost includes 4x2 timbers, nails, hoop iron, wood preservative	M ²	113.4	
7	Apron Concrete Repair			
i	Supply materials and construct concrete apron 230mm burnt bricks or equivalent in cement, sand and gravel (1:2:4) screed trowelled smooth to gentle falls	M ²	275.2	
8	Repair of Blackboards			
i	Repair the exisiting blackboard to match 4400 x 1200mm high in cement sand moter mix 1:3 steel floted including position for putting chalks on 4200x100mm wide Timber duster holder with chalk groove : painted with one undercoat & two coats blackboard paint	No	8	
9	Miscellaneous			
i	Allow for contigency cost	item	1	
ii	Allow for site cleaning before hand over	item	1	
	TOTAL ESTIMATE FOR MATERIALS			
	Labour, tansportation and other costs 30%			
	Grand Total			





ADRA SOUTH SUDAN

QUOTATION REQUEST FORM

Request for quote# 33520

Date 06/08/2026

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 time, after sale 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	Quotation/Bid submission deadline	Item Description	Qty	Unit	Unit price	Total
1	17/August/2026	Minor renovation of two Blocks of Four classrooms each for Keji Juba Primary School	1	lot		
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*

