

Jhpiego South Sudan
Goshen House,
Airport road oppsite Ministries complex
Juba, South Sudan



March 12 ,2024

Re: Request for Quotations/Tenders

Jhpiego Corporation is an International Non- Governmental Organization registered with the Relief and Rehabilitation Commission (RCC) and Ministry of Justice, Republic of South Sudan, bearing registration numbers 476 and 1542 respectively. Jhpiego has been operating in the country since 2012, implementing health projects targeting the most vulnerable populations. Building on the incumbent ACHIEVE project, Jhpiego will implement a USAID funded follow-on project called Hayatna (Our Lives), aimed at mitigating the impact of HIV/AIDS in the targeted sub-populations in Juba County. The project will support orphans and vulnerable children (OVC) and adolescent girls and young women (AGYW).

Based on this background, we would like to invite qualified suppliers/vendors to submit quotations in accordance with the requirements and specifications listed below. Quotes must be submitted in sealed envelopes and no later than the date and time indicated. Please make sure to register at the reception.

Company requirements:

1. Quotes or proposals must be provided in United States Dollars currency.
2. Valid company registration certificate
3. Tax clearance certificate
4. Operation certificate
5. Certificate of registration from any government regulatory body
6. Copy of the articles and Memorandum of Association
7. Business membership registration certificate
8. Letter of no objection and stamp approval
9. Recommendation letters if any from current or previous clients particularly INNGO
10. company profile containing businesses operated.
11. Managing Directors name, e-mail address and phone number etc.
12. Vendor registration forms can be collected at the reception, filled and submitted together.

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13. See specific PROs in annexes
14. For any additional information required especially related to insurance, visit our offices or write to: Noel.Batali@jhpiego.org
CC: GraceRaymon.Jale@jhpiego.org

Start date: March 13th, 2024

Deadline date: March 19th, 2024

8:00 a.m. - 5:00 p.m. (Monday -Friday)

To be addressed to:

The Administration Officer

Jhpiego Corporation

Goshen House, Kololo, Airport Road

(opposite RRC/Ministry of Humanitarian Affairs)

Juba, Republic of South Sudan

Peter Mawora 12 MAR 2024

A circular blue ink stamp from the Jhpiego South Sudan Country Office in Juba. The outer ring of the stamp contains the text 'JHPIEGO SOUTH SUDAN COUNTRY OFFICE' at the top and 'JUBA' at the bottom, separated by two stars. In the center of the stamp, there is a signature 'Peter Mawora' and a date '12 MAR 2024' written in red ink. The Jhpiego logo is also visible in the center of the stamp.

Peter W. Mawora

Country Program Manager

E-mail address at: Peter.Mawora@jhpiego.org or Tel no. +211922957475

Jhpiego South Sudan
 Goshen House,
 Airport road oppsite Ministries complex
 Juba, South Sudan



Date: March 7, 2024

RFQ #: FY24-001

Office lease and Utility service

| | | |
|--------------------------------|--|-----------------------------|
| Project: ACHIEVE | ION: 90087983 GLB-I-X-SS-PACT-RCAY | PERCENT: 100% |
|--------------------------------|--|-----------------------------|

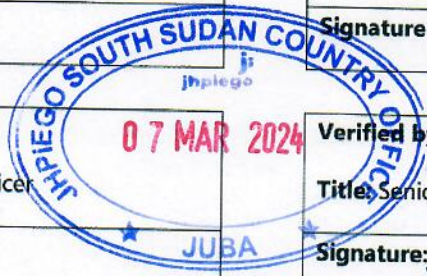
| S/No. | Item description | No. of offices | Period to be covered | Start date |
|-------|---|----------------|----------------------|------------|
| 1. | Office rent (approx. surface area of 200 square meters, at least 8 rooms/small offices of size 3 x 4m or 4x4 m, boardroom, open space, kitchen, toilets etc.) with utility services inclusive (electricity, waste management, running water, security service etc.) | 08 | 6 months | 01.04.2024 |

Requested by: Grace Raymond
Title: Finance and Admin Assistant
Signature:

Approved by: Peter Mawora
Title: Country Program Manager
Signature:

Reviewed by: Batali Noel
Title: Program & Admin Officer
Signature:

Verified by: Lagu Revson
Title: Senior Finance Officer
Signature:



NB: Period to be covered is Six (6) months (April 1, 2024 to September 30, 2024)

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Date: March 7, 2024

RFQ #: FY24-002

Medical insurance, Group life, and Group Personal Accident cover

| | | |
|--------------------------------|--|-----------------------------|
| Project: ACHIEVE | ION: 90087983 GLB-I-X-SS-PACT-RCAY | PERCENT: 100% |
|--------------------------------|--|-----------------------------|

| S/No. | Item description | No. of staff | No. of dependents/years of benefits | Period to be covered | Start date |
|-------|---|--------------|-------------------------------------|----------------------|------------|
| 1. | Staff medical cover (in-patient, out-patient, maternity, dental, optical etc.) | 14 | 49 dependents | 6 months | 01.04.2024 |
| 2. | Group life and group personal accident cover. (benefits in case death, accident, permanent disability etc.) | 14 | 3 years | 6 months | 01.04.2024 |

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Signature:

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Signature:



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Title: Program & Admin Officer
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Verified by: Lagu Revson
Title: Senior Finance Officer
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NB: Period to be covered is Six (6) months (April 1, 2024 to September 30, 2024)

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Date: March 7, 2024

RFQ #: FY24-003

Motor Insurance cover

| | | |
|--------------------------------|--|-----------------------------|
| Project: ACHIEVE | ION: 90087983 GLB-I-X-SS-PACT-RCAY | PERCENT: 100% |
|--------------------------------|--|-----------------------------|

| S/No. | Item description | Quantity | Period to be covered | Start date |
|-------|---|----------|----------------------|------------|
| 1. | Comprehensive motor vehicle insurance (Toyota Land Cruiser and Toyota Prado TX) | 02 | 6 months | 01.04.2024 |
| 2. | Comprehensive motor bikes insurance (02 Honda + 01 Yamaha) 125 Brazil model. | 03 | 6 months | 01.04.2024 |

Requested by: Grace Raymond
Title: Finance and Admin Assistant
Signature:

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Title: Country Program Manager
Signature:

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Title: Program & Admin Officer
Signature:

Verified by: Lagu Revson
Title: Senior Finance Officer
Signature:



NB: Period to be covered is Six (6) months (April 1, 2024 to September 30, 2024)

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Date: March 7, 2024

RFQ #: FY24-004

Motor Vehicle Maintenance Service

| | | |
|--------------------------------|--|-----------------------------|
| Project: ACHIEVE | ION: 90087983 GLB-I-X-SS-PACT-RCAY | PERCENT: 100% |
|--------------------------------|--|-----------------------------|

| S/No. | Item description | Quantity/ Vehicles | Period to be covered | Start date |
|-------|--|-----------------------|-------------------------|------------|
| 1. | Provision of motor vehicle maintenance service (Toyota Land Cruiser and Toyota Prado TX) | 02 | 6 months | 01.04.2024 |

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Verified by: Lagu Revson
Title: Senior Finance Officer
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Date: March 7, 2024

RFQ #: FY24-005

Internet Service Provision

| | | |
|-------------------------|---|----------------------|
| Project: ACHIEVE | ION: 90087983 GLB-I-X-SS-PACT-RCAY | PERCENT: 100% |
|-------------------------|---|----------------------|

| S/No. | Item description | Quantity | Period to be covered | Start date |
|-------|---|----------|----------------------|------------|
| 1. | Internet service provision-10 Mbps (dedicated Fibre optic connection) | 10 Mbps | 6 months | 01.04.2024 |

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Signature:

Verified by: Legu Revson
Title: Senior Finance Officer

Signature:



NB: Period to be covered is Six (6) months (April 1, 2024 to September 30, 2024)

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Date: March 7, 2024

RFQ #: FY24-006

Storage Space Rental

| | | |
|--------------------------------|--|-----------------------------|
| Project: ACHIEVE | ION: 90087983 GLB-I-X-SS-PACT-RCAY | PERCENT: 100% |
|--------------------------------|--|-----------------------------|

| S/No. | Item description | Quantity | Period to be covered | Start date |
|-------|--|----------|----------------------|------------|
| 1. | Storage space rental (5 x 5 meters), i.e. (in accessible, secure and within town centre, electricity etc.) | 01 | 6 months | 01.04.2024 |

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Title: Country Program Manager

Signature:

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Verified by: Lagu Revson
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Signature:



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Date: March 7, 2024

RFQ #: FY24-007

Fuel supply (Diesel and Petrol)

| | | |
|--------------------------------|--|-----------------------------|
| Project: ACHIEVE | ION: 90087983 GLB-I-X-SS-PACT-RCAY | PERCENT: 100% |
|--------------------------------|--|-----------------------------|

| S/No. | Item description | Quantity | Measurements | Start date |
|-------|---|----------|--------------|------------|
| 1. | Supply of Diesel – (Fuel will be delivered upon request and paid according to each invoice issued). | 7,200 | Litres | 01.04.2024 |
| 2. | Supply of Petrol - (Fuel will be delivered upon request and paid according to each invoice issued) | 540 | Litres | 01.04.2024 |

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Title: Senior Finance Officer
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NB: Period to be covered is Six (6) months (April 1, 2024 to September 30, 2024)

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Date: March 7, 2024

RFQ #: FY24-008

Refreshments (Glucose Biscuits and Bottled Water)

| | | |
|-------------------------|---|----------------------|
| Project: ACHIEVE | ION: 90087983 GLB-I-X-SS-PACT-RCAY | PERCENT: 100% |
|-------------------------|---|----------------------|

| S/No. | Item description | Quantity | Measurements | Start date |
|-------|--|----------|--------------|------------|
| 1. | Supply and delivery of glucose biscuits to beneficiaries on monthly basis to 6 payams within Juba city i.e. (Glucose biscuits, Soft Miller brand, 60 packets per carton etc.) | 3,449 | Cartons | 01.04.2024 |
| 2. | Supply and delivery of bottled water (600 mls) to beneficiaries on monthly basis in the 6 payams within Juba city i.e. (24 bottles per carton, aquana, canan, life water brands etc) | 8,628 | Cartons | 01.04.2024 |

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