



REQUEST FOR PROPOSAL

Provision of Office Space and Apartments for African Parks in South Sudan

1. Introduction

African Parks is a non-profit conservation organization that takes on the complete responsibility for the rehabilitation and long-term management of national parks in partnership with governments and local communities. African Parks is seeking to secure suitable office space and apartment in Juba, South Sudan, to support its operations in the region.

2. Objectives

The primary objectives of this Request for proposal are to:

- Secure a functional and safe office space that meets the operational needs of African Parks staff.
- Secure suitable apartment(s) for residential use by African Parks staff.
- A self-contained compound with BOTH office and apartment space NOT sharing with any other organisation
- More than one main access road to the compound
- Full service: Security, Housekeeping, Wifi and electricity (incl. back up provided)
- Establish a cost-effective solution for both office and residential needs.
- Ensure compliance with local regulations and standards.

3. Scope of Work

The scope of work includes the provision of:

3.1 Office Space

- A minimum of (Specify Area in Square Meters) of office space in a secure and accessible location in Juba.
- The office space should be suitable for approximately
 - Hotdesking space: for 5 desks – at least 6 x 4 m
 - Meeting room: at least 5 x 5 m
 - Office: 3 x 3 m x 2
 - Large offices: at least 10 x 4 m x 2
 - Safe Room – whether separate or part of one of the above 5 spaces

Summary: at least 5 separate office spaces meeting the size requirements as indicated. Open plan, open to customising with partitioning will also be considered, but there has to be 5 separate spaces at least for the office component of this joint office & residence compound)

Note: if you are quoting for an empty space and later the departments to be partition, kindly specify and if these are readily available office, quantify the measurement sizes to determine free personnel movement



- Essential amenities include:
 - Not more than 2 levels
 - Sufficient natural light and ventilation.
 - Reliable power supply with backup (generator).
 - Adequate and clean toilet facilities.
 - Kitchen or kitchenette facilities.
 - Storage space: Space for 2 x 2ft containers
 - Security measures (e.g., perimeter fencing of at least 2M, security personnel, CCTV).
 - Accessibility for people with disabilities.
 - Sufficient parking space for 5 vehicles
- The office space should be in a location with:
 - Proximity to essential services (e.g. shops, restaurants).
 - Good road access.
 - A safe and secure environment.

Locations in Juba: TongPing below UNESCO towards UNMISS

Hai Malakal

Hai Amarat

Hai Jalaba

Hai Cinema

Hai Jerusalem

Kator – towards Bridge - not towards Atlabara B & C

Jebel Limon – only 1 km from main road and towards MWCT

3.2 Apartment(s)

- Apartment(s) in a secure and suitable residential area in Juba in the specified suburbs above
- Each apartment should ideally have, with furniture:
 - Specify Number of apartments: 6
 - Specify Number of bathrooms: 1
 - A living room: 1
 - A kitchen (kitchenette): 1
 - Reliable power supply.
 - Reliable water supply.
 - Adequate security.
- The apartment(s) should be located in an area with:
 - Access to essential services.
 - A safe and secure environment.
 - Same compound than the office

4. Deliverables



The expected deliverables are:

- A signed lease agreement for the office space, meeting the requirements outlined in this Request for proposal: July 1st for 12 months
- Signed lease agreement(s) for the apartment(s), meeting the requirements outlined in this TOR.
- Confirmation of the availability of all specified amenities and services.
- Compliance with all relevant local regulations and standards.

5. Evaluation Criteria

The selection of a suitable provider will be based on the following criteria:

- Suitability of the Office Space (20%):
 - Size and layout.
 - Availability of essential amenities.
 - Location and accessibility.
 - Security features.
- Suitability of the Apartment(s) (40%):
 - Size and layout.
 - Availability of essential amenities.
 - Location and accessibility.
 - Security features.
- Cost-effectiveness (10%):
 - Reasonableness of the lease terms and conditions.
 - Overall value for money
- Structural Integrity of the building (30%)
 - Presence of dampness/Moist retention in floors and walls
 - Quality and condition of the fixtures and fittings
 - General condition of the plumbing
 - Electrical Earthing of the building and earthing of all DB
 - Sewerage System. Flowing, vented and destination
 - Quality of Stormwater drainage on the premises
 - Standby Generator, Specify the KVA and Power Capacity
 - Water Reservoir and Capacity is available 24/7 functional

6. Duration of the Agreement

The initial lease agreement for the office space and apartment(s) should be for a period of 12 Months from July 1st with the possibility of extension, subject to satisfactory performance and mutual agreement.

7. Submission Requirements

Interested parties should submit a proposal that includes the following:

- Detailed information about the proposed office space, including location, size, layout, and available amenities.



- Detailed information about the proposed apartment(s), including location, size, layout, and available amenities.
- Photographs of the proposed office space and apartment(s).
- A proposed lease agreement with clear terms and conditions.
- Information on any additional services provided (e.g., maintenance, security).
- Company profile and references (if applicable).
- Submission of Sound financial statement
- Proven track record in rendering satisfactorily service to high end premises
- Contact information.

8. Submission address and Contact Information

All electronic submission must be submitted via the electronic procurement domain

ssdprocurement@africanparks.org

Hard copies of the Tender Documents can be submitted in African Park tender box in the following address:

Synergy Suites plot No.849 NO- 3K South First Residential Class Juba South Sudan

Tompson located near UNMISS Airport, Juba South Sudan

9. Deadline for Submission: Here below the chronological order for the tender process

Activities	Timeline
Tender issue date/Opening	2 nd May 2025
Tender Closing Date	22 nd May 2025
Opening and analysis of the received proposals by Procurement Committee	23 rd to 26 th May 2025
Notification of the potential brokers for site Assessment and Verification	26 th May 2025
Site Inspection by the procurement Team	27 th to 28 th May (2 days)
Notification of the	5 th June 2025
Contract signing date	9 th June 2025

10. Disclaimer

African Parks reserves the right to:

- Accept or reject any proposal.
- Negotiate the terms and conditions of any lease agreement.
- Cancel this process at any time without incurring any liability.
- The TOR will be sourced through a brokerage service

11; Site Inspection:



African team composed of Procurement Committee will thorough inspect the proposed facilities if the facilities recommended meet the African Park Standard and decision will be reached at a win and win negotiated process according to the current market trend

