

REQUEST FOR QUOTE

Date: **12th Sept 2024**

Deadline for submission of Quotation is **20th Sept 2024 5:00 PM**

Samaritan's Purse
Juba, South Sudan, Hai Cinema next to
Quality Hotel, Old Juba Town Road.

Samaritan's Purse wishes to contract a legally recognized service provider (company) to supply **SCHOLASTIC MATERIALS**.

Reference number: LPR09-24-023JBA-T1-Scholastic materials

If you are interested in bidding for this tender, please submit your competitive quotation by

- Email to: ssrfq@Samaritan.org with subject line **LPR09-24-023JBA-T1-Scholastic materials**.
- Or by Hand delivery to Samaritan's Purse Juba office in sealed enveloped clearly marked: **LPR09-24-023JBA-T1-Scholastic materials Attention to: ER Operations Manager**

If the correct reference number is not included in the subject line of the email or on the envelope the quote will be subjected to rejection.

Do NOT copy anyone when submitting your bid

Photographs of the quoted items would be appreciated if attached with your quote.

Item #	Qty	Unit	Item Description	Unit Cost	Total Cost
1	35,668.00	Dozens	Champion Exercise books 48 pages with Samaritan's Purse Logo printed on the back		
2	13,334.00	Dozens	Exercise books (math/Square book) 48 pages with Samaritan's Purse Logo printed on the back		
3	2,250.00	PKTs	Colored pencils (packets of 12pcs)		
4	2,140.00	Boxes	Obama Pens brand, or a similar quality (Box with 50 Pcs)		
5	8,900.00	PKTs	Pencils (packet of 12pcs)		
6	8,000.00	PCs	Sharpener (blue 2-hole sharper) pcs		
7	100,000.00	PCs	Rulers (yellow plastic type) 30cm		
8	5,000.00	PCs	Geometry sets (oxford type, or a similar quality) pcs		

9	110,000.00	Boxes	Boxes Chalk (100 pcs a box) dustless white type		
10	200.00	PCs	Movable black boards pcs		
11	220.00	PCs	Teachers' blackboard ruler (wooden 1m Long)		
12	300.00	Reams	Printing papers (boxes 5 ream ms)		
Total price USD					

Your Quotation MUST clearly indicate the following:

- Currency of offer – USD.
- Number of days required for delivery.
- Validity of the Quotation – **Should at least be 90 days if possible otherwise indicate your exact duration**
- Detailed specifications and brands of quoted items are requested.
- Unit Price and Total Amount.
- Payment terms will be within 30 business days after receipt of goods and invoice, by Electronic bank transfer.
- Terms of Delivery (**DDP Juba**).
- Delivery charges, if any, should be clearly stated on the quotation.
- Samaritan's Purse South Sudan is not subject to VAT, therefore all Quotations should be exclusive of VAT costs.
- Quotes must be stamped, signed and sent as a pdf/picture file Or printed and submitted in a sealed envelope with the reference number clearly written on the sealed envelope
- Submit your quotation by email with subject name the reference number of this request for quotes or by physical submission in a sealed unmarked envelope with only the reference number of this request for quotes written on it.
- The subject line of the email or the physical copy has to be the reference number of this request for quote.
- Samaritan's Purse South Sudan has the right to exclude any Quote that doesn't meet all of the above.
- Samaritan's Purse South Sudan might request for samples to be provided when the Request For Quote period ends. Failure to submit samples by the RFQ end date (if samples are requested) is grounds for disqualification of the bid.

TERMS AND CONDITIONS:

- Samaritan's Purse accepts no responsibility and is under no obligation to reimburse applicants for the costs associated with preparation of their applications.
- Samaritan's Purse reserves the right to award the most qualified service provider (contractor) regardless of the lowest price submitted.
- Payment is upon delivery and after preliminary verification of the services/items specified above.
- Samaritan's Purse reserves the right to award to more than one bidder or to reject all applicants and cancel the solicitation at any time.

Quotations will be REJECTED if:

- **Submitted after the RFQ deadline.**
- **Submitted separately to any other party.**
- **Any coercive behaviour is suspected.**

All bids are received directly by the Head of the department. It is not possible to influence the decision or outcome. No individual or group can influence decision making.

Questions?

If you have any questions or need further clarifications on this RFQ, please email: jjankok@samaritan.org copying ssrfq@samaritan.org and JLannon@samaritan.org