**Request for Expression of Interest (EOI)**

**Title:** Installation of Blind Curtains, Purchase of a Fireproof Money Safe, and Servicing of Fire Extinguishers for Amani South Sudan Juba Office.

**Location:** Wadi Be’sor Compound, Jebel Lemon, Sherikat, Juba, South Sudan

**Date Issued:** Monday January 28, 2025

**Closing Date:** Rolling basis (applications will be reviewed as they are received)

**Introduction:**

Amani South Sudan, a national, woman-led organization dedicated to addressing the urgent needs of vulnerable populations and fostering sustainable progress and resilience across South Sudan. We integrate humanitarian assistance with sustainable development, prioritizing communities impacted by conflict, displacement, and socio-economic challenges. To enhance our operational efficiency and security, Amani South Sudan invites competent service providers to submit their expressions of interest for the following requirements:

1. **Installation of Blind Curtains**:
	* Supply and installation of high-quality, durable blind curtains suitable for office use.
	* Measurements to be taken at our Juba office for precise fitting.
2. **Purchase of a Fireproof Money Safe**:
	* Supply of a fireproof money safe with sufficient capacity for secure cash storage.
	* Safe must meet international fireproof standards and be equipped with locking mechanisms ensuring maximum security.
3. **Servicing of Two Fire Extinguishers:**
	* Inspection, servicing, and refilling (if required) of two fire extinguishers.
	* Provision of a detailed service report confirming their readiness for use.

**Scope of Work:**

1. **Installation of Blind Curtains:**
	* Assessment of office windows for accurate curtain sizing.
	* Supply and installation of blind curtains using professional-grade materials.
	* Ensuring aesthetic appeal and durability.
2. **Supply of Fireproof Money Safe:**
	* Delivery and installation of the money safe at the specified office location.
	* Demonstration of safety features and fireproof capabilities.
3. **Servicing of Two Fire Extinguishers:**
	* Inspection and maintenance of two fire extinguishers.
	* Refilling or replacement of parts as necessary to ensure full functionality.
	* Labelling with service date and next due date.

**Eligibility Criteria:**

Interested vendors must meet the following criteria:

* Valid registration as a business entity in South Sudan.
* Demonstrated experience in providing similar services (installation of office curtains, supply of fireproof safes, and fire extinguisher servicing).
* Proven track record of delivering quality products and services.
* Ability to deliver services promptly upon selection.

**Submission Requirements:**

Interested applicants are requested to submit the following documents:

1. Company profile, including a list of similar projects previously completed.
2. Copy of valid business registration certificate.
3. Tax compliance certificate.
4. Quotation for the proposed services, including delivery timelines.
5. At least two references from previous clients.

**Submissions should be addressed to:**

**The Procurement Team:**
Amani South Sudan
Wadi Be’sor Compound, Jebel Lemon, Sherikat, Juba, South Sudan

**For the tender dossier:**
Interested vendors may request the tender dossier by sending an email to:

* **procurements@amani-ss.org**
* With copies to: **aleek@amani-ss.org**and **aabdallah@amani-ss.org**

**Submission Method:**

* **Email:** Submit documents electronically to **procurements@amani-ss.org**. Please use the subject line: *EOI – Installation of Blind Curtains, Purchase of a Fireproof Money Safe, and Servicing of Fire Extinguishers for Amani South Sudan Juba Office.*
* **Physical Submission:** Hard copies may be delivered to Amani South Sudan’s Juba Office at Wadi Be’sor Compound.

**Evaluation and Selection:**

Submissions will be reviewed on a rolling basis. Amani South Sudan reserves the right to evaluate and select vendors based on quality, cost, and timely delivery. Only shortlisted applicants will be contacted for further engagement.

**Disclaimer:**

Amani South Sudan reserves the right to accept or reject any submission at its sole discretion and without obligation to provide justification. This Request for Expression of Interest does not constitute a commitment to award any contract or procurement of services. Participation in this EOI process will not result in any legal obligations between Amani South Sudan and any respondent. All costs associated with the preparation and submission of documents are solely the responsibility of the applicant.

**For inquiries, please contact:**

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