



Head office, Juba, Munuki Block C opposite Suk Libya, Contacts
0929226564, Email: narrative.hub2@gmail.com

REF: REQUEST FOR BIDS:

Introduction:

Narrative Hub (NH) is a Women-led National NGO with as a special focus that provides innovative, community-based, and sustainable approaches to solving South Sudan's intractable problems. The hub strives to influence programming through creating an environment in which positive developments and, thus, positive stories can unfold in sectors ranging from rights, access to justice, protection, rule of law peace building, transitional justice, and good governance, SNFIs, WASH, GBV and CCCM.

Narrative Hub is legally registered by Relief and Rehabilitation Commission (RRC) in South Sudan under registration no. 1,099. NH's community-based efforts to promote gender equality, social economic justice and empowerment, gender mainstreaming and disability inclusive programing, responding and preventing Gender Based Violence, ensuring access to Justices and peace building, advocacy and human rights activist, NH prevent the spread of disease including HIV/AIDs, sex education and reproductive health information. NH also delivers emergency aid to survivors of conflict and natural disasters, and helps people rebuild their lives. The Organization was formed 2017 in response to the challenges following the breakout of the 2013 and 2016 crises that led to massive displacements and loss of human life and dignity, set education back years, and increased the incidence of GBV and loss of protection for children and women.

Narrative Hub, with funding from the Rapid Response Fund (RRF) of the International Organisation for Migration (IOM) is currently implementing a five Months emergency GBV response services to the returnees, IDPs and Venerable Host Community in Nasir County, the organization is therefore requesting for bids from qualify companies for the supply of the reusable sanitary pads for the training of women and girls in Nasir County, Upper Nile State with the below specifications.

James A-100
ES
[Handwritten signature]





**Head office, Juba, Munuki Block C opposite Suk Libya, Contacts 0929226564,
Email :narrative.hub2@gmail.com**

Procurement Number: NH/RRF002/2023			
Date: 18.12.2023 REQUEST FOR BIDS			
Head office	Juba, Munuki Block C opposite suk Libya		This is just a request for bids, not an order. Please reply promptly.
Point of contact	Joseph Owiro Owiro		
Address	Munuki block C		
phone	0928579009		
Email	owirojoe222@gmail.com		
Date	18/12/2023		
To be completed by supplier			
Supplier:			
Name of the supplier		Mobile	
Address		Phone	
		Email	
Date of offer			
		Validity of offer	

S/ No	Item descriptions	Unit	Quantity	Rate	Amount in (USD)
1	Cotton cloth, for reusable pads (45m)	Roll	8		
2	Polythene cavera for reusable pads (45m)	Roll	6		
3	Cotton cloth, for reusable pads outer cover (45m)	Roll	4		
4	Press buttons	Packet	5		
5	Button pressing machine	Pieces	2		
6	Sewing needle	box	2		
7	Pair of cheesier	box	2		
8	Sewing thread	Packet	15		
9	Tap measure		20		
	Sub total				



		VAT if applicable	
		Total	
Terms of payment:			
Currency of Bids Quotation:			
Point of Contact Supplier:		Stamp of company	
Name:			
Position:			
Signature:			

Quotation Requirement:

- Detailed specification of goods, service or works requested.
- All prices must be provided in United States Dollars, inclusive of any applicable taxes. Date of bids must be clearly indicated.
- Validity of bids Quotes must be indicated preferably 60 days or longer. Lead time necessary to deliver all items should be indicated clearly.
- Terms of delivery (Delivery shall be made to any Narrative Hub requesting office). Terms of payment should be indicated clearly.
- All bids must be stamped and signed including the request for bids.
- Payment account details including bank name, name of the account owner, account number, account currency.
- Name of primary contact person, including telephone number and email address.

Terms and conditions:

- Narrative Hub accepts no responsibility and is under no obligation to reimburse applicants for the costs associated with preparation of their bid.
- Narrative Hub reserves the right to award the most qualified service provider (contractor) regardless of the lowest price submitted.
- Narrative Hub shall only make payment upon delivery and verification of the services/items.

Submission Requirement:

- Bids should be submitted online with clear object line indicating **(Name of the company-NH/RRF2/2023), the bids should be submitted to this email, owirojoe222@gmail.com and Copy, Narrativehub3@gmail.com,** Deadline for submission is **04.01.2024 Midnight**, bids submitted after the dateline shall not be considered.
- Soliciting or canvassing for favors from any Narrative Hub staff to manipulate the procurement process shall lead to automatic disqualification.

