

**REQUEST FOR QUOTATION (RFQ)
(COUNTRY/HQ DEPARTMENT)**

Project:	USAID AHEC Project
RFQ Number:	2300
For the Procurement Of:	Office Premises Lease
Issuance Date:	February 27th, 2026
Due Date and Time for Receipt of Offers	7th March 2026 at 4:00PM

Dear Sir/Madam:

You are kindly requested to submit quotations for the following item(s) (list item/service) in accordance with the specifications listed below. Firms invited by IntraHealth to submit offers for the services described below are under no obligation to do so. Offerors shall not be reimbursed for any costs incurred in connection with the preparation and submissions of quotes.

THIS IS NOT AN ORDER


ITEM NO.	GENERIC DESCRIPTION (TECHNICAL SPECIFICATIONS, QUALITY AND SPECIAL FEATURES REQUIRED) (do not indicate model and use attachment if needed)	Unit of Measure	QUANTITY
1	Office Premises lease with a capacity of at least 23 to 25 rooms inclusive of water, power, maintenance and security services from 1st May 2026 - 30 April 2027 . (Kindly refer to ANNEX 1 attached for the detailed Specifications of the office premises).	Months	12
SELECTION CRITERIA.			
1	Competitive price (Fair and Reasonable Price).		
2	Premises Capacity (23 to 25 rooms, large conference hall, enough packing space) refer to ANNEX 1 for the specifications).		

3	Security of the Premises (Should meet the security requirements detailed in ANNEX 1).			
4	Availability of utility services (Electricity both city power and generator backup, 24/7 water supply and ACs under the responsibility of the landlord).			
5	Legal ownership (Proof of legal ownership of the premises).			
6	Location of the office Premises (Good and secure neighbourhood).			

CONDITIONS REQUIREMENTS	
DELIVERY OF QUOTATION	MAIL, EMAIL, IN PERSON EMAIL
VALIDITY OF QUOTATION	30 DAYS
DELIVERY PLACE	INTRAHEALTH OFFICE (COUNTRY) PHONE NUMBER: +211920005012
DETAILS ON AFTER SALE AND POST-WARRANTY SERVICE	
-None	
DETAILS ON WARRANTY	
-None	
GENERAL TERMS AND CONDITIONS	<p>Unless otherwise requested, quote on each item separately. Quotations should clearly state unit price and total price. Quotations must be typewritten or in ink and submitted on company letterhead.</p> <p>IntraHealth reserves the right to a) reject any and all offers, in whole or in part, for any reason whatsoever, b) waive immaterial requirements, and c) pursue purchasing in a manner that is in the best interest of IntraHealth.</p>



	United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier must ensure compliance with these laws in any resultant contract from this RFQ.
LIST ANY DISCOUNT THAT APPLIES None	
PAYMENT TERMS: 100% UPON DELIVERY AND VERIFICATION OF ITEMS	
OTHER: LIST ANY ACCESSORIES, PARTS OR ADDITIONAL OFFERS, ETC. None	

NAME, FUNCTIONAL TITLE: Abraham Ayom-Director of Finance and Administration AHEC Project SIGNATURE AND DATE:  February 27 th 2026
CONTACT ADDRESS TO SUBMIT QUOTATION: AHECTender@intrahealth.org INTRAHEALTH OFFICE (COUNTRY) PHONE NUMBER: +211920005012 EMAIL: AHECTender@intrahealth.org SUBMISSION DATE AND TIME: 7th March 2026 at 4:00PM

IntraHealth will respond to any question received prior to the due date for the quotes, and may, at its sole discretion, respond to requests received later than the due date. The question(s) and response(s) will be sent to all vendors who have requested the RFQ documents. IntraHealth may extend the closing date to ensure offerors have adequate time to consider answers and reply accordingly. Late quotes **will not** be accepted or considered.





DATE: 27th February 2026.

ANNEX 1

SUBJECT: SPECIFICATIONS FOR THE OFFICE PREMISES REQUIRED BY INTRAHEALTH INTERNATIONAL INC.

Background.

IntraHealth International Inc. in collaboration with the Ministry of Health is implementing US Department of state South Sudan AHEC Project that aims to accelerate the ability of partner governments, at risk population, civil society organizations and private sector providers to plan and optimize comprehensive HIV prevention more effectively.

1. Office Space:

- At least 23 to 25 rooms for Offices: self-contained preferred, with air conditioning, strong doors, bugler proof windows.
- House with large waiting room/Conference Hall.
- Ample parking space for up to 15 office vehicles and visitors.
- Available adequate/large storage room.
- Guard House with view/observation window.
- House with a well-laid down sewage system.
- Paved compound.
- Visitors waiting area.
- Unshared compound would be most preferred. If Shared, indicate the number of organizations currently renting in the building.
- The house is required for a year with the possibility of contract extension.

2. Security requirements:

- Secure and fenced compound with razor wire, strong main gate with access door, emergency exit door.
- Ample security lighting.
- Reinforced entrance doors.
- Secure neighborhood.
- Security Guard services provided by the landlord.
- CCTV surveillance system with a capacity to store footage for a minimum of 30 days, if not installed the landlord should confirm their willingness to install.
- Main entrance and exit.
- Safe electrical wiring with routine inspections.



3. Utilities:

- Provision of ablution water for the office 24/7, plumbing repair and maintenance for the office.
- Generator/Power/generator servicing/maintenance fully provided by landlord.
- Provision of ACs and their maintenance is the responsibility of the landlord.

4. Premises Maintenance:

- Maintenance of the premises facilities (Sewage removal and disposal, AC repair & Maintenance, Electrical repair & Maintenance) including replacements where necessary will all be the responsibility of the landlord.

5. Legal Requirements:

- Proof of ownership of the building/Title deed or lease agreement.
- Tax withholding 20% will be the responsibility of the Tenant per the Taxation Act.

6. Areas for office location:

- Juba Nabari, Thong ping, Hai Gonia, Hai Cenama, Kololo, Hai Commercial and any location not far from the United States Embassy.

Quotation with photos of the building to be submitted to IntraHealth International Inc. offices in Juba located at **Plot No: 193, Block 3-K South, Juba Nabari, Juba- South Sudan.** Or on e-mail through ahectender@intrahealth.org. Deadline for submission of Quotation is **7th March 2026.**

