



Request for Quotation: RFQ-SSD-03.15.2022

Provision of Office for VSF-Canada

Buyer Name: Veterinarians Without Borders (VWB-VSF) Canada

Issue Date: March 15, 2022

Submission Deadline: March 30, 2022

Description of Required office space:

1. Office space with the following conditions:
 - Capacity 2-3 Office rooms and one common meeting room with air-condition and toilet(s).
 - Full-time power, internet, full-time security provided by a reputable security compound, the compound has a perimeter wall with razor wires and strong gates;
 - Inside parking space for at least two vehicles, and outside, safe for more;
 - Water supply available
 - Preferred locations: (Tompson, Hai Malakal, Munuki, Hai Cinema, Atlabra, Muana Area, Dar el Salaam, Hai Neem, Hai Mayo, Hai Thoura)
2. The lease period is for one year, and renewable but payment is on a quarterly basis.
3. Price should be on all-inclusive and consists of property maintenance and the cost of all utilities (electricity, water, sewerage, garbage collection, etc...) as well as property taxes or any current or future government levied taxes on the property.
4. VSF Canada will also withhold, in line with the current legal requirements in South Sudan, 20% rental withholding tax, and will pay it directly to the national revenue authority on behalf of the landlord.



Address: Veterinarians without Borders / Vétérinaires sans frontières – Canada
Address: Plot No. AX 111, block 136, Hai Malakal, Off stadium road, Juba
+211923720666.



Mandatory Submission Requirements: Failure to meet the below requirements may lead to disqualification

1. Bidder must submit quotation specifying the following
 - a) Payment Terms and Conditions
 - b) Price Validity Period;
2. Bidder must submit valid copies of
 - a) Property ownership legal documents (Title of property)
 - b) Copy of national ID or Passport
 - c) Copy of the building permit for the said property
 - d) If the offeror is a company
 - i. Company registration document,
 - ii. Tax identification certificate
 - iii. Current, valid tax clearance,
 - iv. Operational License,
 - v. List of three top-level executives/shareholders of the company
3. Bidders must submit provide at least three names of previous occupants and their contact information.

Notwithstanding the terms of this request for quotes, the offeror acknowledges that VWB-VSF Canada reserves the right to reject any or all quotes for whatever reason VSF Canada determines, in its sole discretion, to be in its best interests.

4. The following applies to this request for this quote:
 - a) Tax exemption.

Please submit your quote to our staff Deng John Atem at dengjohn@vetswithoutborders.ca and copy our Admin/Finance Staff Rosemary Moria at rose@vetswithoutborders.ca; alternatively, call Deng John Atem on 0917818165 for any further information. The deadline for the submission of the offer is March 30, 2022. Please note hand delivery of quotes is not allowed, and phone calls are not entertained after the submission.

Background

VWB/VSF Canada is a charitable international organization whose mission is to work for, and with, communities in need to foster the health of animals, people, and the environments that sustain us. Established in 2005, VWB/VSF Canada works with local and international partners to address the needs of vulnerable communities in South Sudan to protect their livestock assets, increase access to food, reduce conflicts, and build their resilience to withstand future shocks.

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