

REQUEST FOR QUOTATION (RFQ)**RFQ Number:** 2026/HDC/JBA/056**Date Issued:** 12 Oct 2026**Closing Date & Time:** 20 Oct 2026 at 12:00 PM**Delivery Address:** HDC Office, Hai Jebel Kujur, Next to Toyota Service Centre, Rock City, Juba**Organization:** Humanitarian and Development Consortium (HDC)**Contact Person (Procurement Unit):** Sarah Samoei**Email:** sarah.samoei@hdcafrica.org**Telephone:** +211 921 706 715**SECTION A — INTRODUCTION****SUBJECT: REQUEST FOR QUOTATION FOR THE PROVISION OF OFFICE SPACE**

The Humanitarian Development Consortium (HDC) invites qualified landlords/property management companies to submit quotations for the provision of office space in Juba.

HDC is seeking suitable office premises that can accommodate its operational, programmatic, administrative, and logistical functions. Interested property owners or agents are requested to provide available office spaces that meet the requirements below.

1. Required Office Space

The proposed office premises should be able to accommodate the following:

No.	Requirement	Quantity/Space
1	Offices	11
2	Store	2
3	Meeting/Training Hall	1
4	Reception/Shared Administrative Space	1
5	Washrooms	Adequate
6	Parking Space	Adequate Space
7	Entrance security office	1

2. Preferred Locations

HDC is interested in office premises located in or around the following areas of Juba:

1. Hai Malakal
2. Thongpiny
3. Hai Commercial
4. Nimra Talata
5. Hai Cinema
6. Hai Marat area

Vendors may submit quotations for properties available in one or more of the above locations.

3. Minimum Requirements

The proposed office space should have:

1. Adequate office rooms and working space;
2. A suitable meeting/training hall;
3. Secure and accessible premises.
4. Reliable electricity supply.
5. Water supply
6. Adequate sanitation facilities
7. Sufficient parking space
8. Good road access
9. Space suitable for storage of office and program materials
10. Kitchen area

4. Quotation Requirements

The quotation should clearly indicate:

1. A duly filled bid submission form for each premise
2. Property owner's/agent's contact details
3. Valid business registration documents, where applicable
4. Tax identification certificate, where applicable
5. Bank account details.

HDC may request interested vendors to facilitate a physical inspection of the proposed premises before the final selection.

7. SECTION E — SUBMISSION INSTRUCTIONS

Quotations may be submitted through:

- Email: tender2023@hdcafrica.org

OR

Sealed envelope clearly marked “RFQ No. 2026/HDC/JBA/056 – DO NOT OPEN BEFORE CLOSING DATE”

Delivered to:

Humanitarian and Development Consortium (HDC)

Hai Jebel Kujur

Next to Toyota Service Centre

Rock City, Juba

Deadline: 20th Oct 2026 at 12:00 PM

Sign



Stamp



SECTION 6 — SUPPLIER INFORMATION

Property Owners or Agents	
Company Name	
Contact Personal	
Address	
Phone Number	
Email	
Signature & Stamp	

Date	
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BID SUBMISSION FORM

(Fill a separate form for each premise)

	Requirements	Response
1	Location and physical address of the property	
2	Available office space/number of rooms	
3	Total number of washrooms	
4	Secure and suitable store (Yes/No)	
5	Kitchen area	
6	Entrance Security room	
7	Monthly rental cost	
8	Annual rental cost, if applicable	
9	Security deposit and other applicable charges	
10	Cost of utilities, if included	
11	Power connectivity (Yes/ NO)	
12	Water connectivity /borehole	
13	Legal ownership documents (Yes/ No)	
14	Business/ Agent registration documents	
15	Any legal case on the property (Yes, No)	
16	Approximate distance to the tarmac road	
18	No of vehicles for the parking area	
19	Security lights installed	
20	Concrete fence with razor/Electric wire installed	