

REQUEST FOR QUOTE NOTICE

Date: 31st Mar 2020

Deadline for submission of bids **09th April 2020**

Samaritan's Purse
Juba, South Sudan, Hai Cinema next to
Quality Hotel, Old Juba Town Road.

E-mail: SouthSudanSealedBid@samaritan.org

Reference number: JBJB 41443 TOGGLE PANIC BUTTONS

Samaritan's Purse wishes to contract a legally recognized service provider (company) for supply of **Toggle Panic Buttons**

Item #	Qty	Unit	Part #	Item Description	Unit Cost (USD)	Total Cost (USD)	Remarks
1	6	Pcs		Toggle panic buttons			
2				Total			

WE PRACTICE PROCUREMENT WITH INTEGRITY.

All bids are received directly by the Tender committee. It is not possible to influence the decision or outcome except by offering the best value. No individual or group can influence this decision. No Samaritan's Purse employee will solicit you outside this tender except if you are being awarded this tender.

EMAIL UNETHICAL BEHAVIOR TO SouthSudanSealedBid@Samaritan.org **FOR** CONFIDENTIAL REPORTING.

Manner of Submission

- **By hand delivery** to Samaritan's Purse Juba office reception in a sealed envelope clearly marked:

JBJB 41443 TOGGLE PANIC BUTTONS ATTN: Tender Committee

- **By Email** to the Tender committee email: SouthSudanSealedBid@samaritan.org
With the subject stating the Reference number noted above.

Sealing and Marking of Bids

- Hand Delivered bids shall be securely sealed in a plain envelope and dropped into the tender box located at the Samaritan's Purse office reception.
- **No other markings than stated above should be on the envelope. Not adhering to**

this practice will result in rejection.

Communication

- Bidders with questions regarding this notice should post them to the same location where this tender was posted at <http://comms.southsudangoforum.org/c/tenders>. Direct communication with Samaritan's Purse staff will result in disqualification. If questions remain unanswered, please submit with your bid for consideration by the committee

Your bid MUST clearly indicate the following:

- Currency of offer -USD
- Net price after deduction of discounts:
- Number of days required for delivery to each location:
- Validity of the offer Should be minimum of 90 days
- Detailed specifications and brands provided (if different from stipulated specifications):
- Limitations.
- **NOTE: Delivered and Duty Paid (DDP) above.**

Conditions of bidding:

- Bids must be valid for minimum 60 Days
- Payment terms will be within **30 business days** after receipt of goods and invoice, by Electronic bank transfer.
- A reference list with current contact information.
- Business Contact details including President/Owners of the company.
- Samaritan's Purse is not subject to VAT; therefore, all offers should be exclusive of VAT costs.
- Meet the Deadline noted at top of RFQ.
- Provide proof of being a legally registered company in the country in which the bid is being submitted.
- Having a track record and experience in the requested Category.
- Ability and capacity to supply the specified quantities above and deliver to Samaritan's Purse Juba office or specified field location.
- Detailed knowledge of the Category bidding upon.
- If submitting in an EMAIL format, **only** bids submitted **solely** to SouthSudanSealedBid@samaritan.org will be accepted.
 - Emailed Bids will be REJECTED if:
 - Another Samaritan's Purse email is in copy
 - Submitted separately to any other party.
 - Any coercive behaviour is suspected.
- **NB: No tender documents are to be requested from the office.** You only need to submit your quotation as instructed above. Speaking directly with Samaritan's Purse staff members can result in rejection of your bid.

Terms & Conditions:

- SAMARITAN'S PURSE accepts no responsibility and is under no obligation to reimburse applicants for the costs associated with preparation of their applications;
- SAMARITAN'S PURSE reserves the right to award the most qualified service provider (contractor) regardless of the lowest price submitted;
- Payment is upon delivery and after preliminary verification of the items specified above; their functionality and originality

- SAMARITAN'S PURSE reserves the right to award to more than one bidder or to reject all applicants and cancel the solicitation at any time.
- **Important:** Any Supplier that fails to submit, valid tax clearance certificate, company registration certificate (Renewed), quotation validity, payment terms, delivery lead time, currency of offer and signed supplier code of conduct in this bid will be disqualified immediately

