

REQUEST FOR QUOTE NOTICE

Deadline for submission of bids **May 3rd before 5:00PM**

From: Samaritan's Purse.
South Sudan, Hai Cinema next to
Quality Hotel, Old Juba Town Road.
E-mail: SouthSudanSealedBid@samaritan.org

Date: **April 19th, 2021**

Subject: PR JBB 21106 Payroll Compliance Review

Samaritan's Purse wishes to contract a legally recognized service provider (company) to supply/Review **Samaritans Purse Payroll Processes**

Item #	Qty.	Unit	Item Description	Unit Cost (USD)	Total Cost (USD)
1.	1	1	Accounting firm to Review Samaritan's Purse Payroll Processes as per the Terms Of Reference (TOR) attached.		

Manner of Submission:

Please submit your tender in accordance with the requirements detailed below,
Either

By hand delivery to Samaritan's Purse Juba office, HAI CINEMA NEXT TO QUALITY HOTEL, JUBA TOWN ROAD in sealed enveloped clearly marked **PR JBB 21106 Payroll Compliance Review**

OR,

By Email to the following address (Tender committee email): SouthSudanSealedBid@samaritan.org with formal bid & additional supporting documentation indicated below. The subject line should be **PR JBB 21106 Payroll Compliance Review**

Sealing and Marking of Bids:

The Bidder shall enclose the bid in a plain envelope securely sealed, the envelope shall:

- Be addressed to the tender committee (see above e-mail address), Juba office
- Bear the bid reference number **PR JBB 21106 Payroll Compliance Review** as subject of the bid
- No other markings should be on the envelope.
- The bidder will drop the envelope into a tender box located at the Samaritan's Purse office reception and shall register the company and name of the person dropping the envelope.
- If all envelopes are not sealed and marked as required, the tender committee will reject the bid during the review time.
- Bidders with questions regarding this notice should send them in writing to the email address: SouthSudanSealedBid@samaritan.org Responses will be posted to the NGO Forum for all bidders.

Your bid should clearly indicate the following:

- Detailed specifications (if different from stipulated specifications):
- Limitations.

Bid Disqualification Criteria:

Any Supplier that fails to attach the following documentation with bid will be disqualified immediately;

- Attach a copy of valid tax clearance.
- Attach a copy of company incorporation certificate (Renewed). Make sure to submit both sides.
- Written confirmation that the bid has at least 12-months quote validity
- Written clear delivery lead time- Period to complete the work or number of days to complete this works/
PR JBB 21106 Payroll Compliance Review
- Indicate currency of offer, should be United States Dollars (USD).
- Indicate clear terms of payment terms (30 days after delivery).
- Sign & Stamp Samaritan's Purse tender code of conduct and return it alongside quotations.
- Submit copies of minimum three (3) purchase orders or contracts that reflect delivering the same category of product/services to other organizations since 2018 – 2020.

Condition of bidding:

- Payment terms will be within 15-30 business days after receipt of goods and invoice, by Electronic bank transfer/checks.
- 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.
- NB: **No tender documents are to be requested from the office.** You only need to submit your quotation as instructed above.
- Should be legally registered company.
- With a track record or experience of PR JBB 21106 Payroll Compliance Review or similar work.
- Ability and capacity to supply the specified work to Samaritan's Purse Juba office SP field Office.
- 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 behavior is suspected.**

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;
- Time of delivery is very important; the service provider should therefore indicate a reasonable time for supply upon receiving of Purchase Order (PO) otherwise delay penalties will be strictly implemented and no time extension would be granted unless for reasons beyond the contractor's control.
- SAMARITAN'S PURSE reserves the right to award the most qualified service provider (contractor) regardless of the lowest price submitted;
- 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

