



**ADVENTIST DEVELOPMENT AND RELIEF AGENCY (ADRA)
MUNUKI SDA CHURCH COMPOUND, OFF KUWAIT ESTATE,
JUBA SOUTH SUDAN
DATE: 19th March, 2024**

REQUEST FOR QUOTATIONS

ORGANIZATION BACKGROUND

The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh-day Adventist church which has been in operation for over 60 years. Through an international network, ADRA delivers relief and development assistance to individuals in more 130 countries----- regardless of their ethnicity, political affiliation, or religious association. By partnering with communities, organizations, and governments. ADRA is able to improve the quality of life of millions through 9 impact areas namely: Livelihood and Agriculture; Children; WASH, Community Health; Disaster Response; Economic Growth; Hunger and Nutrition; Social Justice and Gender Equity

For over 37 years, ADRA South Sudan has been making a difference in individual's lives in one of the most difficult contexts in the world in both development and emergency contexts. In South Sudan, we implement programmes in six thematic program areas of Education, Primary Health Care, Emergency Response and Integrated programming, including livelihoods and Agriculture; HIV/AIDS; WASH; economic empowerment and gender.

ADRA South Sudan calling for bids from reputable companies for Constructions works as specific below:

Construction of ADRA Head Office Design Brief



1. **SITE:** The site is located at Seventh-Day Adventist Church Compound along Munuki Road, the proposal Structure is to be Built in an open area measuring to approximately 1.850 SM.
2. **DESIGN:** The proposed office complex, is a design which is guided by client desire to have a modern office space which will meet their need as an organization (ADRA), also to have a property that would meet expectation of rapidly evolving would be tenants taste and preference. In addition to this client is keen to have a property that will stand test of time in terms of functionality and aesthetic compound.

The office block complex will be Ground plus five storied levels.

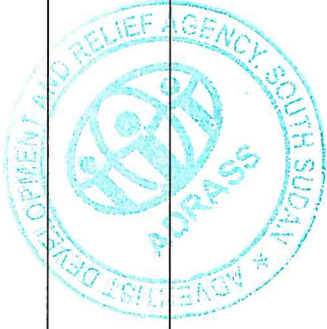
KEY INFORMATION TO BIDDERS: PLEASE FOLLOW THE GUIDANCE OF THE BOQ ATTACHED

S/NO	Sections Specifications	SPECIFICATIONS
1.	GROUND LEVEL	<ul style="list-style-type: none"> ▪ Approximate Built-Up area is 450 M² ▪ Ground level parking of approximately 45 cars in number ▪ Land Scaped Gardens/lawns ▪ Sentry Room ▪ Refuse Cubicle ▪ Provisional Space Generator ▪ Powerhouse ▪ Grand Entrance Porch ▪ Common Office Lobby ▪ Lift Core & Circulation Stairs ▪ Ablution Area ▪ Kitchenette ▪ Open Office Plan Spaces ▪ Fire Exits
2.	FIRST FLOOR LAYOUT	<ul style="list-style-type: none"> ▪ Approximate area is 450 M² ▪ Common Office Lobby



		<ul style="list-style-type: none"> ▪ Lift Core & Circulation Stairs ▪ Open Office Plan Spaces ▪ Ablution Area ▪ Kitchenette ▪ Fire Exits
3.	SECOND FLOOR LAYOUT	<ul style="list-style-type: none"> ▪ Approximate area is 450 M² ▪ Common Office Lobby ▪ Lift Core & Circulation Stairs ▪ Open Office Plan Spaces ▪ Ablution Area ▪ Kitchenette ▪ Fire Exits
4.	THIRD FLOOR LAYOUT	<ul style="list-style-type: none"> ▪ Approximate area is 450 M² ▪ Common Office Lobby ▪ Lift Core & Circulation Stairs ▪ Open Office Plan Spaces ▪ Ablution Area ▪ Kitchenette ▪ Fire Exits
5.	FOURTH FLOOR LAYOUT	<ul style="list-style-type: none"> ▪ Approximate area is 450 M² ▪ Common Office Lobby ▪ Lift Core & Circulation Stairs ▪ Open Office Plan Spaces ▪ Ablution Area ▪ Kitchenette ▪ Fire Exits
6.	FIFTH FLOOR LAYOUT	<ul style="list-style-type: none"> ▪ Approximate area is 450 M² ▪ Common Office Lobby ▪ Lift Core & Circulation Stairs ▪ Open Office Plan Spaces

		<ul style="list-style-type: none"> ▪ Ablution Area ▪ Kitchenette ▪ Fire Exits
7.	ROOF TERRACCE LAYOUT	<ul style="list-style-type: none"> ▪ Approximate Area is 550 M² ▪ Lift Core & Circulation Stairs ▪ Lift Machine rooms ▪ Centralized Air-Con machine location ▪ Open to sky roof Terrace



SUMMARY OF REQUIREMENTS:

- A) Design of the office and the layouts ground plus five floors as described above and
- B) The bill of quantity for the constructions of the office plan

Note: Separate the cost for the design of the office as separate from the cost of the construction of this office plan.

NOTE: ALL INTERESTED BIDDERS ARE ASKED TO VISIT THE SITES BEFORE QUOTING.

A successful vendor is expected to be responsible for transportation of all technicians, materials and equipment to the site:

- (i) Bidding documents should be submitted to [ADRA main office C/O SDA Church compound, Munuki](#)

DATELINE: Strictly on Monday 1st of April, 2024 at 4:00 PM local time

SUBMISSION AND REQUIREMENTS

Vendors shall enclose all relevant legal registration documents, including latest bank statement, valid Tax clearance certificate, etc in a well-sealed envelope. Ensure to register your hand delivered quotation/bids with procurement committee before you leave. Only successful and competitive bidder will be notified. ADRA deserve the right to either amend or cancel this quotation with or without notification. The prospective bidder is entirely responsible for any cost related to the preparation and submission of their quotations.

The envelope shall bear the warning “Not to be open before the time and date for bid opening” . ADRA South Sudan will not assume responsibility of any UNSEALED and UNMARKED envelope if misplaced and will be rejected by the committee.

The language for the bids shall be ENGLISH only.

FOR ANY CLARIFICATION OR INQUIRY, contact, ADRA South Sudan Head Office

Juba Munuki SDA Church Compound. Or

For any queries or clarifications please call 0928272350

