

REQUEST FOR QUOTE NOTICE

Deadline for submission of bids **March 19th, 2020 before 05:00pm.**

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

Date: March 9th, 2020

Reference number: PR JBB 41474- Staff Team Building Day.

Samaritan's Purse wishes to contract a legally recognized service provider (company) to provide team building service for their staff **on 28th of August 2020** in Juba as per the specifications below;

Item #	Qty	Unit	Part #	Item Description	Unit Cost (USD)	Total Cost (USD)
1	80	Persons		Team Building Day 28th August, 2020		
2	80	Persons		Team building fun day retreat		
3	80	Persons		Professional fees for the Facilitator		
4	80	Persons		Submit Final Training Report		
5	Grand Total					

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 41474- Staff Team Building Day"**

OR **By Email to the following address (Tender committee email):** SouthSudanSealedBid@samaritan.org with the email subject **"PR JBB 41474- Staff Team Building Day"**

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 41474- Staff Team Building Day"

and 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:

Copying SouthSudanSealedBid@samaritan.org Responses will be posted to the NGO Forum for all bidders.

Your bid should clearly indicate the following:

- Currency of offer -USD
- Net price after deduction of discounts:
- Number of days required for delivery of the materials in Juba SP warehouse:
- Validity of the offer Should be min 6 months
- Detailed specifications (if different from stipulated specifications):
- Limitations.

NOTE: Delivery DDP Juba (Tax and Duty Paid)

Conditions of bidding:

- **Bids must be valid for minimum 6 months (180 Days)**
- Payment terms will be within 15-30 business days after receipt of goods and invoice, by Electronic bank transfer/checks.
- A reference list.
- Sign SP tender code of conduct and return it alongside quotations.
- 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.
- Deadline for submission of bids is 19th, 2020 before **5:00pm**.
- **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 **staff team building**
- Ability and capacity to supply the specified quantities above and deliver 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 behaviour 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 and installation upon receive of 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;
- Payment is upon delivery of the construction materials in Juba SP warehouse.
- 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.

