

THE LUTHERAN WORLD FEDERATION, WORLD SERVICE SOUTH SUDAN COUNTRY PROGRAM

INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR HOTEL SERVICES TWO YEARS FRAMEWORK AGREEMENT IN JUBA.

Date: 19th September 2023

Reference No: LWF-2023-09-2943-4000-JUBA.

Number of hotels needed; Three (3)

Date and Time for collecting bid document from LWF Head office 19th Sept – 16th Oct 2023, 10:00 AM -12:00 PM

Deadline for submission of bid 16th Oct 2023, At 3:00 PM

The Lutheran World Federation/World Service (LWF/WS) is a non-governmental organization with its headquarters in Geneva, Switzerland. The South Sudan Country Program is one of the LWF/WS Country Programs where the agency implements projects in Jonglei, Upper Nile, Eastern Equatoria, Central Equatoria, and Unity States.

S/No.	Description of Services
1.	Two years Hotel Services for LWF Staff & Visitors

Interested service providers should collect the bid documents from LWF Head office in NCA Compound Buluk on the dates and time stated above. The documents must be filled, signed and stamped and submit hardcopies to LWF together with the following required documents

- **Company profile**
- **Valid Tax Certificate of registration**
- **Valid Membership Certificate**
- **Valid Operation License**
- **Bank Statement for the past 6 months**
- **At least two (2) reference letter (in provision of the same services) from reputable Agencies (including their respective names, functional official email address and phone numbers).**
- **Fully signed and stamped bid submission form.**
- **UNDS certification**

NB: Hotels that are located in less than 10 KM from the airport will be given high consideration.

This is purely an invitation for expression of interest and does not in any way constitute a commitment to contract or any other form of contractual commitment with LWF.

It is in the interest of LWF to issue a contract for all the three (3) hotels or reduce the number of hotels basing on the best interest of LWF.

For further information, please contact the address below:

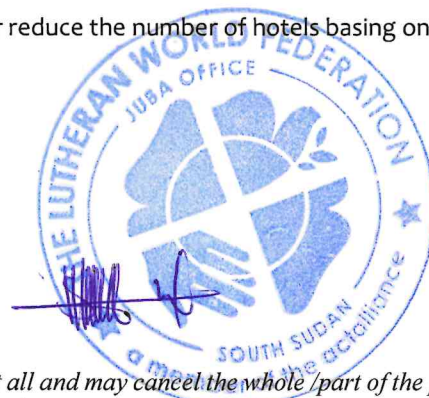
Procurement Committee

Lutheran World Federation/World Service

NCA Compound Buluk, Juba, South Sudan

+211928882479 /+211926119230

Email; procurement.southsudan@lutheranworld.org



LWF is under no obligation to award to the lowest or highest or any bidder at all and may cancel the whole /part of the process when it deems fit without giving further justification. LWF also reserves the right to reject or cancel the contract in case of any illegal or corrupt practices noticed in connection to the award and execution of the contract. Bids shall not be issued or returned beyond the stipulated Date and Time