



PROCUREMENT ANNOUNCEMENT

Request for Proposals: **For the supply of HP Tonners & HP Printers**

ATTENTION ALL INTERESTED SUPPLIERS:

The Carter Center (TCC) in South Sudan is seeking to select a vendor to supply the items indicated below.

If you are interested in participating, please submit a proposal to supply the items indicated below (and in the attached list, if indicated). Note that the prices quoted in the selected proposal will be the prices at which the items will be purchased. No negotiation of price is permitted in this process, so please offer your best price and terms in your proposal.

No.	Item Description	Specifications
1	HP Tonners & HP Printers	See specifications in the attached RFQ.

PROPOSAL REQUIREMENTS

Ensure that your proposal includes all of the following:

- Copy of company registration documents in South Sudan and Articles of Association showing the identity of the owner(s) of your company and Tax clearance Certificate
- Company profile.
- List of at least 5 professional references, including copies of any recommendations, contracts, etc. (NGO references preferred.)
- Copies of all applicable licenses, including the license to conduct the business for which you are quoting in South Sudan.

QUOTATION REQUIREMENTS

Ensure that your quotation includes all of the following:

- All prices in United States Dollars, inclusive of any applicable taxes in South Sudan.
- Date of quote preparation.
- Quote validity of (3 months or longer required).
- Lead time necessary to deliver all items.
- Payment terms. (Must accept standard TCC terms of 100% payment following delivery by cheque or electronic bank transfer.)
- Company payment account details including bank name, name of the account owner, account number, account currency.
- Name of primary contact person, including telephone number and email address.
- Clear explanation of any extra costs such as hardware/equipment/supplies (where necessary), delivery, setup/deployment, maintenance, technical support, etc.

NOTE: The Carter Center is not obligated to select the proposal with the lowest price, nor any proposal at all. If no proposal meets the requirements of the organization the process may be ended without awarding a contract.

SUBMISSION REQUIREMENTS

Deadline for Proposal Submission to The Carter Center Juba Office July-17-2026 11:00am

- Proposals must be delivered to the offices of The Carter Center in Juba Town, near Noto's Lounge, in Juba **before** the deadline indicated above.
- Proposals must arrive in a well-sealed envelope with the item description shown in the table above written on the outside of the envelope. (**Do not send by email. Proposals received by email will not be considered.**)
- On arrival, you must phone one of the following numbers before engaging the gate security staff. 0927718992 / 0926154761 (Do not approach the security guards to request entrance to the office without contacting one of these numbers first.)
- After delivering your proposal, sign the receipt register before leaving.

Sincerely yours ,

Procurement Department
The Carter Center - South Sudan