



PROCUREMENT ANNOUNCEMENT

Request for Proposals: **Office Stationaries**

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	Office stationaries	See attached "List of Office stationaries". Please quote by line item and include the total cost.

PROPOSAL REQUIREMENTS

Ensure that your proposal includes all of the following:

- Quotation with prices for each item requested (If unable to quote for particular items, indicate that clearly.)
- Copy of company registration documents in South Sudan and Articles of Association showing the identity of the owner(s) of your company.
- Certificate/proof of authenticity if available.
- Company profile.
- List of at least 5 professional references, including copies of any commendations, contracts, etc. (NGO references preferred.)
- Copies of all applicable licenses, including licence 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.**
- Date of quote preparation.
- Quote validity of (3 months or longer required).
- Payment terms. (Must accept standard TCC terms of 100% payment following delivery by cheque or electronic bank transfer.) Note that items supplied not matching the request, non-genuine, or used, will not be accepted nor paid for.
- 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.
- **Guarantee if applicable**

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

Proposals must be submitted to TCC by the following date and time:

14-Feb-24

1:00pm

- Proposals must be delivered to the offices of The Carter Center in Juba Town, near Notos 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. 0926154761 / 0927718992 (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