

Franklin Graham *President*

**REQUEST FOR QUOTE NOTICE**

**Deadline for submission of bids Nov 22nd, 2023**

From: Samaritan’s Purse.

South Sudan, Hai Cinema next to

Quality Hotel, Old Juba Town Road.

E-mail: SouthSudanSealedBid@samaritan.org

 **Date: Nov 9th 2023**

**Subject: FWA-2024-118 Hotel Lodging & Conference Services**

Samaritan’s Purse wishes to contract a legally recognized service provider (company) for the Supply of **Hotel Lodging & Conference Services** for the 2024 calendar year.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item#** | **Qty** | **Unit** | **Part #** | **Item Description** | **Unit Cost (USD)**  | **Total Cost (USD)** |  **Remarks**  |
| 1 | 1 | Per person |   | Hotel Lodging - standard single bed only  |   | 0.00 |   |
| 2 | 1 | Per person |   | Hotel Lodging - standard single bed & breakfast only |   | 0.00 |   |
| 3 | 1 | Per person |   | Hotel Lodging - standard single bed half board only  |   | 0.00 |   |
| 4 | 1 | Per person |   | Hotel Lodging - standard single bed full board only |   | 0.00 |   |
| 5 | 1 | Hall |   | Conference hall with projector, speaker and internet 1-50 participants  |   | 0.00 |   |
| 6 | 1 | Hall |   | Conference hall with projector, speaker and internet 51-100 participants  |   | 0.00 |   |
| 7 | 1 | Hall |   | Conference hall with projector, speaker, and internet 101 and above participants  |   | 0.00 |   |
| 8 | 1 | Per person |   | Refreshment Soda 500ML  |   | 0.00 |   |
| 9 | 1 | Per person |   | Refreshment water 500ML |   | 0.00 |   |
| 10 | 1 | Per person |   | Buffet meal with refreshments (Soda or water) |   | 0.00 |   |
| 11 | 1 | Per person |   | Breakfast  |   | 0.00 |   |
| 12 | 1 | Per person |   | Tea with Snack  |   | 0.00 |   |
| 13 | 1 | Per person |   | Snack only  |   | 0.00 |   |
| 14 | 1 | Per person |   | Tea only  |   | 0.00 |   |

 **Manner of Submission:**

Please submit your tender in accordance with the requirements detailed below:

**By Email to the following address (Tender committee email):** **SouthSudanSealedBid@samaritan.org** with formal bid and additional supporting documentation indicated below. The subject line should be **FWA-2024-118 Hotel Lodging & Conference Services**

**OR**

**By hand delivery** to Samaritan’s Purse Juba office, HAI CINEMA NEXT TO QUALITY HOTEL, JUBA TOWN ROAD in sealed enveloped clearly marked **FWA-2024-118 Hotel Lodging & Conference Services**

**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 **FWA-2024-118 Hotel Lodging & Conference Services** as the subject of the bid.
* No other markings should be on the envelope.
* The bidder will drop the envelope into a tender box 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:** SouthSudanSealedBid@samaritan.org Responses will be shared through the same email address.

**Your bid should clearly indicate the following:**

* Detailed specifications (if different from stipulated specifications):
* Limitations.
* Mode of payment, terms & conditions.

**Bid Disqualification Criteria:**

* Any Supplier that fails to attach the following documentation with bid will be disqualified immediately;
1. Copy of valid tax clearance certificate.
2. Copy of company incorporation certificate (Renewed). **Make sure to submit both sides & stamped.**
3. The bid should have at least 3 months’ quote validity with clear delivery lead time.
4. The currency of offer should be USD with clear payment terms.
5. Sign and stamp Samaritan’s Purse **tender code of conduct** and return it alongside quotations.
6. Copy of a minimum of three purchase orders or contracts with stamp and acknowledgment that reflect delivering the same category of **Hotel lodging and conference services** to other organizations since 2019 – 2022.

**Conditions of bidding:**

* Payment terms will be within 15-30 business days after receipt of goods and invoice, by Electronic bank transfer/checks.
* 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.
* 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 **Hotel lodging and conference services.**
* Ability and capacity to supply the specified work 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.
		- Failure to meet selection criteria indicated below (Marked Red)

**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 of service is very important; the service provider should therefore indicate a reasonable time for supply upon receiving of Purchase Order (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;
* 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.

Hai Cinema next to Quality Hotel

Juba, South Sudan

*"All we have comes from God and we give it out of His hand.”*

- 1 Chronicles 29:14b, Dutch Paraphrase

[www.samaritanspurse.org](http://www.samaritanspurse.org/)