



**REQ:006515**

**Call for tenders for Supply of Laptops**

Global Assistance is a humanitarian assistance engaged in lifesaving and protection for conflict affected communities including vulnerable & people with disabilities across the country and work to end the conditions that create and perpetuate vulnerability. Our mandate is to save lives, protect dignity and develop resilience among communities affected by conflict and other shocks that trigger vulnerability. GA advocates for vulnerable people through its advocacy strategy which include the use of media. GA responds to any emergency that puts at great risk the survival, protection, and well-being of significant numbers of vulnerable and disable where addressing the needs and well-being of those vulnerable is beyond the indigenous coping capacity, and where GA is able to mobilize the financial and human resources to take urgent action on their behalf. Our primary efforts are to assist our global community in addressing the needs for foods and nonfoods, youth empowerment activities items and others humanitarian aid in the neediest areas of the world. We are currently implementing the project on Strengthening youth's groups to acquire cooperative saving skills geared towards increasing productivity and sustainability while responding to the very vulnerable.

Global Assistance Would therefore, wish to contract a legally recognized services provider (company) to procure and supply Laptops as detailed bellowed

S/N	Specification	Quantity
1	Lenovo ThinkPad, T490 14.O FHD, RAM:8/16GB DDR4 Display 14m FHD (1920*1080) IPS, Anti-Glare Processor Intel intel Core 17.23GHZ 9 <sup>th</sup> generation Storage of 256GB SSD (solid State Drive) at least 500GB hard disk(HDD) windows 10 black in color, Corei 5	8

**INSTRUCTIONS**

- Bidders must have financial capacity to purchase the items

- Bank Statement for the last three months
- Copy of certificate of in cooperation
- Copy of certificate Chamber of Commerce
- Copy of Tax Certificate or Tax Identification Number
- **Shortest duration of implementation and immediate availability**
- Recommendations Letters from previous NGO/Companies

## **TERMS AND CONDITIONS**

Tax and insurance:

The service provider shall be responsible for his/her income tax and/or insurance during the assignment.

Code of conduct:

The project team's work is based on deeply held values and principles, it is essential that our commitment to the rights of beneficiaries is supported and demonstrated by all persons and entities working for GA.

Contract:

GA will enter into a contract with a competitively selected service provider (selection shall be based on capacity to financially status as well as cost of low prices among other criteria.)

### **The bid should clearly indicate the following:**

- Currency of offer –USD
- Number of days required for delivery to Juba Head Office
- Validity of the offer should be min 3 months
- Payment terms
- A reference list.
- Business Contact details including President/Owners of the company.

## **SUBMISSION OF BIDS.**

Registration for submission: Send your application in a sealed envelope at latest before 19<sup>th</sup> January 2023 to Procurement Departments Global Assistance Office in Hai Malakal, Opposite Lifelink, Former Britiam Office. Only Hard delivery are excepted.

## **Notification of the results**

Only the successful and competitive bidder will be notified, and if you do not receive email communication within two weeks after the expiry of the deadline, consider your bid not successful. Language for the bids The language for the bids shall be English only.

## **Disclaimer**

This is only a Call for quotations and GA South Sudan reserves the right to either amend or cancel it at any time with or without notice. In such cases, GA South Sudan shall accept no liability whatsoever. The prospective bidder is wholly responsible for any and all costs related to the preparation and submission of their quotations. The decision of the GA South Sudan Procurement Review Committee shall be final