

INVITATION TO TENDER

November 5th 2021

REF: JSS/HOTEL & CONFERENCE HALL/JUBA/11/2022/006

Dear Sir/Madam,

INVITATION TO TENDER

Joint Aid Management (JAM) South Sudan intends to hire hotel for Accomodation & conference hall for workshop & trainings in Juba - South Sudan for the year 2022.

JAMSS hereby invites you to prepare and submit a tender to provide the Services in accordance with the attached tender documents comprising of:

- (a) Instructions for Tender;
- (b) Tender Declaration;
- (c) Standard terms of Contract;



LIST OF ITEMS:

1. Hotel & Conference Hall Reservation = 1 Unit

Terms & Conditions.

1. Valid registration Company's Documents e.g (Certificate of Incorporation, Chamber of Commerce Certificate, Tax Clearance Certificate, Tax Certificate, Operation Licenses, Letter of No Objection from CID) & other Government document if available.
2. Recent three (3) months Bank Statement (USD)
3. Office, Hotel & Conference Hall availability
4. Company's Memorandum of Association
5. Recent or previous job references
6. Updated Company's Profile
7. Valid Proforma Invoice i.e must consist of (Constant subscription unit rate for 1 year, currency, service delivery period, stamped & signed).

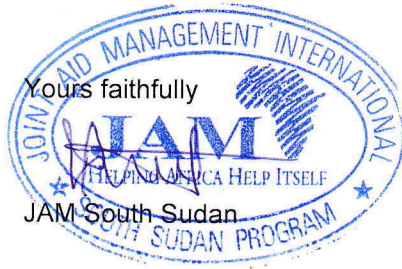
The closing date for submission of tenders is at **4:30 PM, NOVEMBER 26th 2021.** JAMSS will not accept tenders delivered after that time.

JAMSS reserves the right to cancel the tender process at any time prior to awarding a contract for the Service.

JAMSS will not be responsible for any costs or expenses incurred by the supplier in connection with preparing and delivering its tender regardless of the outcome of the tender process.

At any time prior to the Submission Deadline, you may make inquiries with, or seek further information or clarifications through the following email: **jamss.logs@jamint.com**

Yours faithfully



JAM South Sudan

INSTRUCTIONS FOR TENDER

General Instructions

- 1.1 JAMSS invites tenders for hiring of **Hotel & Conference Hall Reservation** for JAM programme Juba - South Sudan.

Vendors should carefully review the Tender Documents, which comprise of the following:

- (a) Instructions for Tender and Conditions of Tender;
- (b) Tender Declaration;
- (c) Standard terms of a Contract;
- (d) Works specification;

Vendors may seek clarification on the Tender Documents or request further information from JAMSS at any time prior to the submission deadline, by contacting **JAMSS – Procurement department** through; jamss.logs@jamint.com

Written responses to such requests will be circulated to all vendors to ensure no individual vendor is given an unfair advantage.

- 1.2 JAMSS reserves the right to vary the Tender Documents prior to the submission deadline by notice in writing to all vendors.
- 1.3 Vendors must complete the following standard forms:
- (a) List of requirements and
 - (b) Tender Declaration.
- 1.4 Vendors must include all of the above mentioned completed forms, together with a price quotation validity of 1 year in a sealed envelope, well labelled and deliver to the Procurement department at:

JAM South Sudan

4th Floor, UAP/Equatoria Tower, Hai Neem

Juba - South Sudan.

- 1.5 The deadline for submitting tenders to JAMSS is **4:30PM, November 26th 2021.** JAMSS will not accept tenders after this time.
- 1.6 Tenders will be valid for up to 90 Days after the submission deadline and may be accepted by JAMSS at any time before the expiry of this period.
- 1.7 JAMSS may decide to award multiple contracts in respect of the Service. In such cases, JAMSS will invite vendors who satisfy JAMSS requirements to provide part of the Service for a lump sum price calculated on the basis of rates submitted by vendors. If a vendor agrees in writing to provide the relevant part of the Service for the lump sum price, such agreement shall be deemed to be a firm and binding variation to the original tender submitted by the vendor.
- 1.8 JAMSS will notify the successful vendor(s) in writing if JAMSS accepts their tender and the successful vendor(s) will each be required to enter into a contract with JAMSS.

TENDER DECLARATION

Date:

I/We, the undersigned, declare that:

- (a) I/We have examined the Tender Documents comprising of:
 - (i) Instructions for Tender;
 - (ii) Tender Declaration;
 - (iii) Standard terms of a Contract;
 - (iv) List of requirement;
- (b) I/We agree that if my/our tender is accepted by JAMSS, I/we will conduct the service in conformity with the Tender Documents and the enclosed list of requirement, Program/service Plan;
- (c) I/We agree that if my/our tender is accepted by JAMSS, I/we will provide the delivery within a period of _____ (days/weeks/months).
- (d) I/We agree to provide the delivery at a Rate inclusive of all taxes (DDP);
- (e) I/We understand that my/our tender shall be valid for a period of 1 year from the tender submission deadline, and shall remain binding and may be accepted at any time before the expiration of that period;
- (f) I/We understand that if my/our tender is selected, we will be required to enter into a formally binding contract with JAMSS in the form of the Standard Contract.
- (g) I/We accept full responsibility for all costs incurred for the preparation and delivery of this tender, regardless of the outcome of the tender process;
- (h) I/We understand that JAMSS reserves the right to cancel the tender process at any time and not award a contract for the Service.

Name of Authorized Representative of Tenderer

Signature & Rubber Stamp

Date: