

**REQUEST FOR QUOTE NOTICE**

Deadline for submission of bids **December 21<sup>st</sup> 2020, before 5:00PM**

From: Samaritan's Purse.  
South Sudan, Hai Cinema next to  
Quality Hotel, Old Juba Town Road.  
E-mail: [SouthSudanSealedBid@samaritan.org](mailto:SouthSudanSealedBid@samaritan.org)

Date: December 8, 2020

**Subject: PRJBJB 416523 for Clearance Agent Service**

Samaritan's Purse wishes to contract a legally recognized service provider (company) to supply **PRJBJB 416523 for Clearance Agent Service** as specified below;

**Note that this award will lead to Frame Work Agreement (FWA) for one (1) year renewable subject to performance and funds availability.**

Item #	Quantity	Unit	Item Description	Unit (USD)	Cost	Total (USD)	Cost
1	1	EA	Exemption Processing				
2	1	Truck	Clearance of Lories of Humanitarian goods under tax Exemption into SS by Road through Nimule				
4	1	Truck	Clearance of Lories of Humanitarian goods under tax Exemption into SS by Road through Kaya				
5	1	Unit	Clearance of tax exempted newly purchased Vehicles, into SS by road through Nimule				
6	1	Unit	Clearance of tax exempted newly purchased Vehicles, into SS by road through Kaya				
7	1	Truck	Parking per day ( customs rate)				
8	1	AWB	Clearance of tax exempted Shipment through Juba International Airport ( Food .NFI Auto, etc)				
9	1	Unit	Airport Handling Charges				
10	1	Kg	JIA storage charges				
11	1	Kg	JIA Blockers/Loading per				
12			<b>Total in USD</b>				

**Manner of Submission:**

Please submit your tender in accordance with the requirements detailed below,  
Either

**By hand delivery** to Samaritan's Purse Juba office, HAI CINEMA NEXT TO QUALITY HOTEL, JUBA TOWN ROAD in sealed enveloped clearly marked **PRJBJB 416523 for Clearance Agent Service**

OR

**By Email to the following address (Tender committee email):** [SouthSudanSealedBid@samaritan.org](mailto:SouthSudanSealedBid@samaritan.org) with formal bid & additional supporting documentation indicated below. The subject line should be

**PRJBJB 416523 for Clearance Agent Service**

### 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 **PRJBB 416523 for Clearance Agent services** and subject of the bid
- No other markings should be on the envelope.
- The bidder will drop the envelope into a tender box located 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](mailto:SouthSudanSealedBid@samaritan.org) Responses will be posted to the NGO Forum for all bidders.

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

- Detailed specifications (if different from stipulated specifications):
- Limitations.

## **Bid Disqualification Criteria:**

**Any Supplier that fails to attach the following documentation with bid will be disqualified immediately;**

- **Attach a copy of valid tax clearance.**
- **Attach a copy of company incorporation certificate (Renewed). Make sure to submit both sides.**
- **Written confirmation that the bid has at least 12-months quote validity without any change of price.**
- **Written clear delivery lead time- Period to complete the work or number of days to complete this works/Deliver water clearance service to Juba Delivery & Duty Paid (DDP).**
- **Indicate currency of offer, should be United States Dollars (USD).**
- **Indicate clear terms of payment terms (30 days after delivery).**
- **Sign & Stamp Samaritans Purse tender code of conduct and return it alongside quotations.**
- **Submit copies of minimum three (3) purchase orders or contracts that reflect delivering the same category of product/services to other organizations.**

### Condition 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.
- Deadline for submission of bids is **December 21<sup>st</sup> 2020 before 5:00pm.**
- **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 **PRJBB 416523 for Clearance Agent Service.**
- 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 behavior is suspected.

### 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 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.

