



# JOHANNITER

**Tender Notice:** Framework Agreement for the Provision of Accommodation, Conference Facilities and Catering Services for Johanniter Office in Juba covering a period of 12 Months, effective 01.06.2026 to 31.05.2027 **(Re-advertised)**.

**Procurement No: JUB/SSD0026/0017**

Date: 05<sup>th</sup> May 2026

Dear Sir/Madam,

**Re: Invitation to Tender for Framework Agreement for the Provision of Accommodation, Conference Facilities and catering Services for the Johanniter Office in Juba covering a period of 12 Months, effective 01.06.2026 to 31.05.2027.**

Johanniter, an international humanitarian agency in South Sudan, seeks legally recognised and competent companies to bid for a **Framework Agreement for the Provision of Accommodation, Conference Facilities and catering Services for Johanniter Office in Juba, covering a period of 12 Months, effective 01.06.2026 to 31.05.2027**

All Bids shall be delivered to Johanniter offices in Juba, and Interested, reputable companies can obtain detailed tender documents from the NGO Forum Website or by sending an email to [Richard.Oryem@thejohanniter.org](mailto:Richard.Oryem@thejohanniter.org) or [Boniface.Lakony@thejohanniter.org](mailto:Boniface.Lakony@thejohanniter.org) with the subject line: **"Framework Agreement for the Provision of Accommodation, Conference Facilities and catering Services for Johanniter Office in Juba"** starting 05<sup>th</sup> May 2026.

We look forward to receiving your sealed bids at the address provided in the tender document on/or before **18<sup>th</sup> May 2026, 4:00 PM** local time. All bids submitted after the stipulated timeline shall be rejected. This notice shall not be considered in any way as an offer or contract but rather an invitation to negotiate.

**Note: Those Vendors/hotels who participated in the initial process should not submit their bids, and all facilities not meeting JOHANNITER safety requirements shall be eliminated.**

I appreciate your consideration to participate in our tender.

Yours sincerely,

Boniface Lakony

**Operations Support Coordinator, Johanniter South Sudan**



**JOHANNITER**

**Re-Advertise: Framework Agreement for the provision of Accommodation, Conference hall facility, and Catering Services for Johanniter Office in Juba, starting 01.06.2026 to 31.05.2027.**

**Procurement Number: JUB/SSD0026/0017**

**Closing Date: 18th May 2026**

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## About Johanniter:

Johanniter is a German Christian, not-for-profit, non-governmental organisation running eight integrated projects in the former Western Bahr el Ghazal State (WBeG) of South Sudan, focusing on maternal and essential health, nutrition (CMAM), WASH, and GBV/Protection. Its overall objective is to reduce people's vulnerability, specifically by contributing to morbidity and mortality reduction by improving the population's health and nutrition status. Furthermore, improved access to water, sanitation and hygiene (WASH), and protection services are an existential part of Johanniter's South Sudan programme.

## Proposed Timelines

Notice for tender	05th May 2026
Deadline for submission	18th May 2026
Proposed tender opening dates	19th May 2026

## Description of Works/Service

Johanniter invites prospective vendors to submit bids for the **Framework Agreement for the provision of Accommodation, Conference Hall facility, and Catering Services for Johanniter Office in Juba** as specified in the table below.

No.	Item Description	Unit Type	Units
01	Conference Hall Hire: Max 50 Pax (Inclusive of a projector and WiFi)	Day	01
02	Conference Hall Hire: Max 100 Pax (Inclusive of a projector and WiFi)	Day	01
03	Accommodation: Single Room Self-Contained + Breakfast	Day/Night	01
04	Accommodation: Single Room Self-Contained Without Breakfast	Day/Night	01
05	Tea/Coffee + Snacks	Cup	01
06	Lunch Buffet + Drink (Water or Soda)	Pax	01
07	Water 500ml	Bottle	01
08	Soda 500ml	Bottle	01

## Clarification of Tender Documents.

Johanniter has taken great care to be as transparent as possible in the language used to compile this tender document. If any confusion arises from the meaning or interpretation of any words used in this document, Johanniter will not accept responsibility for any misunderstanding or misinterpretation. Additional information or clarification can be obtained in writing by e-mail to [Richard.Oryem@thejohanniter.org](mailto:Richard.Oryem@thejohanniter.org) or [Boniface.Lakony@thejohanniter.org](mailto:Boniface.Lakony@thejohanniter.org) with the subject line "**Tender - CLARIFICATION REQUEST - Framework Agreement for provision of Accommodation, Conference hall facility, and Catering Services for Johanniter Juba Office**". A response will be shared through email to any request received earlier than five days before the deadline for submission of applications.

## Amendments to tender documents.

At any time before the deadline for submission of the bids, Johanniter may, for any reason (s), whether at its initiative or in response to a clarification requested by a prospective applicant, notify the tender documents by issuing a subsequent addendum. Thus, the supplement shall be part of the tender documents and communicated in writing to all prospective bidders. Prospective bidders shall promptly acknowledge receipt of each addition in writing. To afford prospective applicants a reasonable time to take an addendum into account in preparing their applications, the organisation may, at its discretion, extend the deadline for submitting bids.

## Conditions for Tender Submission.



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All interested vendors must respond to all requirements set out in this document, and failure to adhere to the conditions set out will result in the rejection of their bid.

- This tender process shall follow Johanniter's Procurement guidelines and policy and reserves the right to deal with any offer of its choice or any or all of the requests.
- Johanniter is not bound to accept the lowest offer or any offer.
- This invitation for tender is not a contract or an offer to a contract but an invitation to negotiate.
- Respondents are bound by their offer for a period of 90 days from the closing date of bids.
- Johanniter reserves the right to alter the dates of the timetable.
- Canvassing of Johanniter staff in relation to this tender will result in the disqualification of that individual or company.
- Opening of offers is not open to the public, and Johanniter will inform each respondent of the results of the decision on their offer upon request.
- Bids submitted in any other than that specified in the tender document shall be rejected.
- Johanniter is not obliged to justify or explain the selection to any respondent.
- All documentation must be submitted in English.
- All bids must be accompanied by a signed declaration of suppliers provided by Johanniter.
- This document does not represent a commitment to purchase or contract with your firm.

### **Tenderers' Eligibility and Qualifications.**

As part of its tender documents, the tenderer shall furnish its qualifications to perform the contract if its tender is accepted. The documentary evidence of the tenderer's qualifications to perform the contract, if its tender is accepted and that the tenderer has the financial and technical capability necessary to perform the contract.

### **Cost of tendering.**

The tenderer shall bear all costs associated with the preparation and submission of the tender. Johanniter will not be responsible or liable for those costs, regardless of the tendering process's conduct and/ or outcome.

### **Currencies.**

All prices shall be quoted in USD.

### **Submission of the offer.**

Complete tender documents must be submitted in a sealed envelope clearly marked "**Framework Agreement for provision of Accommodation, Conference hall facility, and Catering Services for Johanniter Juba Office**" to the following addresses below on/or before **18th March 2026, 4:00 PM local time to Johanniter Office in Juba located on 3rd Floor, Rotana Building, Plot# 111, Airport Road Hai Jalaba, Juba South Sudan or call +211 (0) 921 059 597** for directions. You shall be required to sign a document acknowledging the submission of your bid at the gate.

### **Tender Evaluation Process.**

A tender evaluation committee shall be set up per Johanniter's procurement guidelines/policy, considering all relevant donor requirements. The evaluation process shall include the following:

- Preliminary evaluation, where all bids shall be evaluated to determine whether they were submitted in line with the administrative instructions, including all submission requirements and **must pass the safety assessment for JOHANNITER.**
- All bids that pass the preliminary evaluation shall proceed to the second evaluation phase based on the criteria listed below before a contract is awarded.



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- Reference checks to validate the information provided shall be conducted before the award of the contract.

### **Award Criteria.**

When analysing the offers, Johanniter will take into consideration the following award criteria to achieve the best value for money:

1. Price: 60%.
2. Past Performance: 40% (At least 3 copies of previous contracts or FWAs for similar service. (Preferably to NGOs/INGOs)

### **Submission requirements.**

- Quotation with prices for each item requested (If unable to quote for particular items, indicate that clearly.) Indicate the **quotation's valid period, which must be valid for 12 months.**
- Legal company registration documents showing the identity of the owner(s) of the company
- Valid Tax Registration Certificate clearly showing the company's TIN and Valid Tax Clearance.
- At least 3 copies of previous contracts for similar supply. (Preferably to NGOs)
- Signed declaration of suppliers and Tender Dossier.
- **All bids submitted without company legal registration documents, including memorandum and articles of association, a valid tax clearance certificate, a signed declaration of suppliers, and a Tender Dossier shall be excluded from the evaluation process and the bid considered as invalid.**

**Note: Those Vendors/hotels who participated in the initial process should not submit their bids, and all facilities not meeting JOHANNITER safety requirements shall be eliminated.**

### **Bidders Signature.**

I have read and understood this document, and all information provided as part of this tender by our/my company is a true representation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_