



## NOTICE OF REQUEST FOR PROPOSALS

### PROVISION OF HOTEL ACCOMODATION SERVICES AND CONFERENCE FACILITY UNDER A FRAMEWORK AGREEMENT

#### TENDER REF No SS-143416-09-2021

**Catholic Relief Services (CRS)** is a global humanitarian and development organization, providing emergency humanitarian response and recovery programming to over 14.2 million beneficiaries worldwide. In South Sudan, CRS provides life-saving assistance to conflict and natural disaster-affected communities through cross-cutting programming. CRS programs in South Sudan address food security and livelihoods; water, sanitation, and hygiene; health and nutrition; microfinance and adult literacy; trauma awareness and social cohesion; disaster risk reduction; and emergency response. Our current operations include Central Equatoria, Eastern Equatoria, Jonglei and Lake States.

CRS invites prospective vendors to submit their proposal for Setting up Framework Agreement for accommodation and conference facility to CRS South Sudan for a period of 3 (three) years, with periodic annual reviews and satisfactory performance. Interested bidder (s) should be:

1. Legally registered and well-established firms with authorization to work and operate in South Sudan
2. Compliant with relevant laws, and have fulfilled obligations related to payment of government taxes and legal registration
3. Hold at least five years' experience providing similar services in South Sudan, with three references from clients in South Sudan.
4. Provide audited financial reports for the past two years
5. Provide Hotel Operating License
6. Public Health License / Certificate for Hotel premise
7. Public Health certificate for chefs, waiters/waitress and other food handlers

The Request for Proposal are available by emailing [southsudanPRs@crs.org](mailto:southsudanPRs@crs.org) between **30<sup>th</sup> September 2021 and 8<sup>th</sup> October 2021**, Monday to Friday, 8 am to 3 pm Central Africa Time, excluding public holidays.

All bids must be submitted on a company letterhead signed, stamped by Director/Manager of the bidder, and emailed to [sds\\_tender@crs.org](mailto:sds_tender@crs.org) with the subject line "**Tender Ref No SS-143416-09-2021**". Bids omitting this subject line will not be considered. All bids should be submitted **via email only**. Submissions via courier or hand-delivery shall not be accepted. Proposals must be received by **18<sup>th</sup> October 2021 at 3:00 pm Central Africa Time**. Bids received after this time will not be considered.

CRS reserves the right to change the quantities or cancel/reject any or all offers without assigning any reason. Bidders must not be engaged in any corrupt, fraudulent, collusive, coercive, or obstructive practices including but not limited to applying/bidding by multiple names/companies and soliciting or accepting gratuities, favors or anything of monetary value from other parties to this procurement, including CRS. If any bidder is found to be involved in such practices his/her bid may be rejected. Lowest price will not be the sole criteria; quality, financial capacity and previous experience will also be considered.