



**Mobile Humanitarian Agency**  
Kolo/nabri Road 25<sup>th</sup>  
mobilehumanitarianagency@gmail.com

Juba, -Nov 1st<sup>th</sup> 2021

**INVITATION TO BID FOR SOLAR TORCHES, STATIONARIES, AND BALES OF SECOND HAND CLOTHES**  
**ITB NUMBER: SSD/MHA/SUP/01/21**

Mobile Humanitarian Agency (MHA) invites sealed proposals from qualified, reliable and trustworthy companies in South Sudan for the Solar torches, stationaries and a sorted bale of second hand clothes first class.

**1. SPECIFICATIONS / REQUIREMENTS**

- 1.SOLAR TORCHES WITH TWO WAYS CHARGING SYSTEM,**
- 2. FIRST CLASS SECOND HAND CLOTHES PACKAGED IN BALE,**
- 3. ASORTED STATIONARIES**

**2. COMPOSITION OF BIDS**

Your bid should be prepared in English and clearly indicate/ include the following:

**BIDS WILL ONLY BE CONSIDERED VALID IF FULL AVAILABILITY OF STOCK IN JUBA FOR IMMEDIATE DELIVERY AFTER ISSUANCE OF OFFICIAL MHA PURCHASE ORDER.**

- Unit price and total cost in USD only.  
Specify if the unit price is inclusive or exclusive of taxes.  
All other direct, indirect, administrative and/or other costs should be included in the quote.
- Availability of materials in stock.
- Currency and payment terms.
- Company profile, past experience and performance record  
**(Only for companies that have never submitted a bid to MHA.)**
- Contact information, including a valid phone number and email address.
- General Terms and Conditions for Provision of Services. Please note that these terms and conditions will be strictly adhered to for the purposes of any contract with MHA. This is to be signed, stamped and a copy returned with your offer.
- Validity of offer.
- Brand and warranty of the products especially for the solar torches.

**3. EVALUATION OF BIDS**



Your bid will be evaluated against the following criteria:

- Unit price / total cost in USD
- Availability of all the items
- Quality and conformity with specifications
- Lead time
- Past history

#### 4. TRANSMISSION OF BIDS

Your bid should be submitted in a sealed envelope, addressed as below

PROCUREMENT COMMITTEE  
ITB NUMBER:

SSD/MHA/SUP/01/21

ATTN: SECRETARY OF THE PROCUREMENT COMMITTEE  
MHA

#### 5. VALIDY OF OFFER

Your offer should remain valid for acceptance for 90 days, during which period a Purchase Order (if placed) will have to be acknowledged by the supplier.

#### 6. ADDITIONAL INFORMATION

- Participation in this ITB is absolutely free of charge or any other costs or any obligations. In this respect, your firm is requested to report to the under-signed should any solicitations occur.
- MHA reserves the right to accept the whole or part of your offer.
- MHA does not bind itself to accept any bid. In the event MHA accepts an offer, the successful bidder will be required to sign the Purchase Order acknowledgement form and will be bound by the Terms and Conditions of Provision of Goods or Services, Information provided by the bidder will constitute the basis for an eventual award of the Purchase Order; however, participation in this ITB should not be interpreted in any way as an offer to contract your company.
- Incomplete offers or offers which do not comply with any or part of our tender conditions will not be considered.
- In most cases, MHA does not make any advance payments. Payments will be promptly effected within 30 days upon receipt of the original invoice and required documents.

MHA does not undertake to pay by letter of credit or in advance of delivery. MHA will not be responsible for any bank charges.

- There will be liquidated damages equivalent to a deduction of 0.1% per day or part thereof for late deliveries due to default on the part of the supplier.
- MHA will not be responsible for or pay any expenses or losses which may be incurred in the preparation of your bid.
- Clarifications will be issued to all bidders.
- MHA may at its discretion extend the deadline for bids through appropriate means.
- Deadline for quotations submission is 12<sup>th</sup>- Nov 2021

## 7. ENQUIRIES

To obtain the full details on the quantity and the list of the specific item Please send your email to the responsible Buyer:

Gattiek Kuol Chany

**mobilehumanitarianagency@gmail.com**

Please acknowledge receipt of this enquiry and indicate your interest to bid.

Gattiek Kuol Chany  
Admin and Finance Officer  
Mobile Humanitarian Agency

