



*Impact Health
Organisation*

REQUEST FOR QUOTATION

Deadline for submission of bids July 05th 2024

From: Impact Health Organisation.
Bilpham Road next to Aida Hotel,
Juba, South Sudan.
E-mail: procure@ihosavinglives.org

Date: June 29th, 2024

Subject: RFQ JUB IHO2024SS001 For Juba Security Services

Impact Health Organisation wishes to contract a legally recognized service provider (company) for Supply of **SecurityServices** as specified below;

S.N.	Qty.	Unit	Part #	Item Description	Unit Cost (USD)	Total Cost (USD)
1	2	Guard	•Morning Shift:1 •Evening Shift:1	Uniformed Guards 24 hours a day, seven days a week at Impact Health Organisation office,		

Manner of Submission:

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

By hand delivery to Impact Health Organisation’s Juba office, Thongping, Bilpham Road NEXT TO Aida HOTEL, Juba South Sudan in sealed enveloped clearly marked **RFQ JUB IHO2024SS001 For Juba Security Services**
OR

By Email to the following address (Tender committee email): procure@ihosavinglives.org with formal bid & additional supporting documentation indicated below.

The subject line should be **RFQ JUB IHO2024SS001 For Juba Security Services**

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 **RFQ JUB IHO2024SS001 For Juba Security Services** as subject of the bid.
- No other markings should be on the envelope.
- The bidder will drop the envelope into a tender box located at Impact Health Organisation’s 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:

Copying procure@ihosavinglives.org Responses will be shared from the same email address.

Your bid should clearly indicate the following:

- Detailed specifications (if different from stipulated specifications):
- Limitations.
- Mode of payment, terms & conditions.

Disqualification Criteria:

- Any Supplier that fails to attach the following documentation with bid will be disqualified immediately;
 - Copy of valid tax clearance certificate.
 - Copy of company incorporation certificate (Renewed). **Make sure to submit both sides & stamped.**
 - The bid should have at least **12 months' quote validity** with clear delivery lead time.
 - Currency of offer should be USD with clear terms of payment terms.
 - Copy of minimum three purchase orders or contracts that reflect delivering the same category of **Security Services** to other organization **since 2022 – 2024.**

Conditions 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 Director's of the company.
- Impact Health Organisation is not subject to VAT; therefore, all offers should be exclusive of VAT costs.
- 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 **Provision of Security Services.**
- Ability and capacity to supply the specified work to Impact Health Organisation Juba office.
- If submitting in an EMAIL format, **only** bids submitted **solely** to procure@ihosavinglives.org will be accepted.
 - Emailed Bids will be REJECTED if:
 - Another Impact Health Organisation Purse email is in copy
 - Submitted separately to any other party.
 - Any coercive behaviour is suspected.
 - Failure to meet selection criteria indicated below(Marked Red)

Terms & Conditions:

- Impact Health Organisation accepts no responsibility and is under no obligation to reimburse applicants for the costs associated with preparation of their applications;
- Time of delivery of service 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.
- Impact Health Organisation reserves the right to award the most qualified service provider (contractor) regardless of the lowest price submitted;
- Impact Health Organisation reserves the right to award to more than one bidder or to reject all applicants and cancel the solicitation at any time.