

INVITATION TO TENDER – 2025 Contracts (Categories 037-042)

Your complete tender submission must be received by

5:00PM on August 30th 2024, South Sudan Time.

(Late bids will be immediately disqualified)

Introduction

Samaritan's Purse is a non-denominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through his Son, Jesus Christ. The organization serves the Church worldwide to promote the Gospel of the Lord Jesus Christ. www.samartitanspurse.org 2

Samaritan's Purse International Relief in South Sudan is inviting submissions of tenders for multiple Contracts for companies to supply items as per the following categories for the year 2025:

January 1st, 2025 (or date of agreement) to December 31st, 2025

Contract-2025-037 Security Services - See attached TORs

Contract-2025-038 Fiber Internet Juba - See attached TOR

Contract-2025-039 VNO C Band VSAT Internet - See attached TOR

Contract-2025-040 Sewage Collection

Contract-2025-041 Garbage Collection

Contract-2025-042 Catering & Housekeeping - See Attached TOR

***Please include the reference # of the tender you're applying for in the subject line of your email bid, and in all tender documents.**

The details of each tender may be found in the Excel file below. **Please submit a soft copy** of this Excel file complete with all requested information via email alongside your tender documents.

Excel RFQ:

[Projects 2025 RFQ - Contracts 037-042.xlsx](#) (156.3 KB)

In the Excel file above, please navigate to the tab at the bottom of the sheet for which you would like to quote, and enter the unit price for each line item, and any relevant comments. Vendors do not need to quote for all Contracts. Vendors do not need to quote for all line items, though it is highly encouraged. Vendors must fill out the Supplier Vetting Form tab at the bottom of the excel sheet.

Kindly submit your bids Quoting BOTH **DDP – Juba** and **Ex-works** price options (DDP – Juba preferred)

Detailed technical specifications are included within the tender documents which are attached below. If you have any questions in submitting a tender, please contact the tender committee

at SouthSudanSealedBid@samaritan.org prior to August 23rd, 2024.

Contract-2025-037 TORs:

- Ajuong Thok: [Terms of Reference \(TOR\) - Security Provider Ajuong Thok Field Base 2025.pdf](#) (288.3 KB)
- Juba: [Terms of Reference \(TOR\) - Security Provider Juba Base 2025.pdf](#) (236.5 KB)
- Maban: [Terms of Reference \(TOR\) - Security Provider Maban Field Base 2025.pdf](#) (282.3 KB)
- Maiwut: [Terms of Reference \(TOR\) - Security Provider Maiwut Field Base 2025.pdf](#) (282.8 KB)
- Mankien: [Terms of Reference \(TOR\) - Security Provider Mankien Field Base 2025.pdf](#) (283.6 KB)
- [Terms of Reference \(TOR\) - Security Provider Thaker Field Base 2025.pdf](#) (284.9 KB)

Contract-2025-038 and 039 TOR:

[TOR for 038 and 039 Internet Service.pdf](#) (237.1 KB)

Contract-2025-042 TOR:

[TOR for Catering and Housekeeping.docx](#) (24.6 KB)

Supplier Code Of Conduct:

[Code of Conduct.pdf](#) (608.4 KB)

***Required for all vendors to sign**

Tender Submission Process:

Submit all tender documents via email to SouthSudanSealedBid@samaritan.org quoting the **Contract Reference Number and the Category name in the email subject line**. You may also submit a hard copy to Samaritan's Purse's office at Hai Cinema next to Quality Hotel, Old Juba Town Rd, Juba, South Sudan.

Submission Deadline:

Your complete tender submission must be received by

5:00PM on August 30th 2024, South Sudan Time.

(Late bids will be immediately disqualified)

Samaritan's Purse South Sudan does not bind itself to award the tender to the lowest bidder and reserves the right to award the whole or part of this tender. The included quantities are estimates, but Samaritan's Purse reserves the right to purchase less than the estimated quantity.

Thank you for your interest in doing business with Samaritan's Purse International Relief.

2. Objective of the Contracts

Samaritan's Purse may at its sole discretion enter into multiple Contracts

- To partner with professional suppliers that are highly skilled and responsive with effective customer service representatives
- To achieve the most advantageous tender outcome, while receiving the highest level of quality and value for money.
- NOTE: The estimated quantities to be purchased in 2025 are an estimate based on quantities purchased in previous years. The actual amount purchased in 2025 could be greater or lesser than the estimate provided. In some cases, estimated quantities are not provided and therefore should be quoted for at supplier's best price possible

3. Provisional Timetable

- Following submission and evaluation of bids, suppliers will be vetted and selected in Q3 of 2024, and awards will be issued by the end of the year (this timetable is subject to change).
- Contracts will be active through January 1, 2025 (or at the time of signing, which may be later or earlier than this date) to December 31, 2025

4. Item Specifications

- Items should be genuine (original) and of acceptable quality as per the tender documents
- The following information must be included in you quote:
 - Price per unit of each item
 - Delivery lead time of each item
 - Quote validity period (minimum of 12 months)
 - Payment Terms
 - Delivery Terms (i.e. ex-works or Delivery Duty Paid Juba, South Sudan)

5. Supplier Selection Criteria

The following categories will form part of the selection criteria for each supplier with maximum scores per category as shown in the following table. You are therefore advised to provide clear information related to the 5 categories. The failure to meet certain minimum standards outlined below may result in the rejection of your tender.

Note that: The possible indicators listed for each category are not all required, but these and similar indicators will be considered by the tender committee for each category when deciding which supplier to select.

Statutory Obligations: The supplier has met all statutory obligations to operate legally in its country/countries of operation. Indicators considered may include:

- The supplier must be registered with relevant authorities
- Provide Certificate of Incorporation indicating that the company is properly registered
- Provide up-to-date tax compliance certificate
- Provide valid import/export license (if available)
- Provide document indicating all major shareholders [i.e. CR12 in Kenya, CR14 in South Africa and Zimbabwe]

Operational Capacity: The supplier demonstrates adequate operational capacity to supply large orders within acceptable lead times. Indicators considered may include:

- The supplier MUST be operating from a fixed address with permanent structures.
- Size of the company (number of locations, shop size, warehouse size etc.).
- Number of employees.
- Number of years the supplier has been in operation.
- Amount of stock on hand and total warehouse capacity.
- The supplier has successfully supplied similar large orders to a variety of clients in the past year.

Technical Capacity: The supplier demonstrates adequate technical competence to supply the correct type and quality of items requested. Indicators considered may include: .

- The supplier has provided the correct technical specification in their quote as requested in the ITT.
- The supplier specializes in the category of items specified in the ITT.
- The supplier is an official dealer/importer/manufacturer of the specified items.
- [If so, provide evidence of official status]
- The supplier adheres to other recognized standards that demonstrate technical competence (i.e. ISO certifications, etc.).
- The supplier has an established after service warrantee and support system
- The supplier possesses vehicle/truck ownership for road transportation services.
- [i.e. For road transportation services, provide evidence of ownership]

Financial Capacity: The supplier demonstrates adequate financial capacity to supply high-value orders with minimal risk (e.g. of financial loss or nondelivery) to the purchaser. Indicators may include:

- The supplier provides a bank statement not more than 3 months old.
- The supplier can verify significant annual sales.
- The supplier's payment terms are favorable (i.e. payment after delivery vs 50% advance vs 100% advance).
- The supplier accepts preferred payment methods (i.e. wire transfer or cheque vs cash payment).

Price and Lead Time: The supplier offers competitive prices and commits to acceptable lead times. Indicators considered may include:

- The supplier quotes competitive prices compared to other vendors considered.
- The supplier offers a realistic lead time which meets the needs of the purchaser.

Other Value-Adds : The supplier offers other benefits to the purchaser. Indicators considered may include:

- The supplier MUST offer after-sale services in the provision of all technical services or goods.
- The supplier offers any discounts.
- The supplier is able to provide warranties or guarantees on the products it supplies.
- The supplier is able to stock supplies for the purchaser (on request) for up to 2-3 months prior to final delivery.
- The supplier is able to offer quotes for multiple delivery terms (i.e. both DDP Juba and ex-works).

NOTE:

1. Samaritan's Purse reserves the right to revise the above conditions as may be necessary.
2. Samaritan's Purse reserves the right to accept part of a tender, to reject all tenders, or to cancel the entire tender process.
3. Samaritan's Purse reserves the right to reject bids / tenders based on any discovered links to terrorist activities (using Watch-Dog Pro and/or www.sam.gov 2)
4. Samaritan's Purse reserves the right to visit bidders to evaluate capacity to supply.

6. Conditions of the ITT: You must agree to the following conditions if you choose to respond to Samaritan's Purse International Relief South Sudan regarding this Invitation to Tender (ITT).

1. All responses and supporting documentation regarding this tender shall become the property of Samaritan's Purse International Relief and will not be returned.
2. Samaritan's Purse International ultimately reserves the right throughout this process to select any supplier that best meets its business requirements.
3. Neither issuance of this ITT nor receipt of bids represents a commitment on the part of Samaritan's Purse International Relief.
4. Samaritan's Purse International Relief will not be responsible for, or in any way liable for, any costs incurred by the supplier in the preparation of any responses relating to this ITT.
5. Neither party shall use the name of the other in publicity releases, referrals, advertising, or similar activity without the prior written consent of the other.
6. Prospective bidders must respond to all the questions in the Tender Response Form attached.
 - a. The questions are mandatory for Suppliers to complete if they wish to be considered for Samaritan's Purse International Relief business.
 - b. You may use separate sheets if required to provide answers to the questions.
7. Prospective bidders must sign the SP Tender code of conduct also attached.

8. Samaritan's Purse South Sudan Procurement Committee will review the bids and vet the bidders to determine, in accordance with the Selection Criteria above, whether they will award the contract to any one of them.

7. How to Submit a Bid

Questions regarding quantity information and any other information related to this tender should be sent to South Sudan Sealed Bid SouthSudanSealedBid@samaritan.org before **Close of Business (COB) @ 5:00pm on August 30th, 2024.**

- All bids should be sent to South Sudan Sealed Bid SouthSudanSealedBid@samaritan.org. You may also submit a hard copy to Samaritan's Purse's office at Hai Cinema next to Quality Hotel, Old Juba Town Rd, Juba, South Sudan.

- **The deadline for bid submission is Close of Business (COB) @ 5:00pm on August 30th, 2024**

Information to Include in Your Bid: The bidder must provide sufficient information in the tender to demonstrate compliance with the requirements set out in each section of this ITT. The tender shall therefore include, as a minimum:

Completed Tender Response form

This should include a copy of your **largest purchase order** in the category in which you are trying to win to demonstrate your reliability and capacity.

Registration certificates/documents

- Certificate of Incorporation
- Up-to-date Tax Compliance Certificate from Country of Operation
- License from the government authority to operate as a Supplier / Distributor / Manufacturer etc.
- Import / Export License - if applicable
- Company Profile clearly outlining the company's areas of specialization.

Written references (3 preferable) and a list of references and contacts

- References from NGOs/Humanitarian institutions an added advantage

Latest financial statements , including a bank statement, which are not more than 3 months old.

Submitting Pricing Information in Excel

In addition to submitting your signed/stamped official quotation, please also use this Excel file to submit a soft copy of your quote, complete with all requested information. In the excel sheets below you may scroll until you find your correct bidding category and then fill in the sheet with your quote information. Note that you are allowed to bid for multiple categories, but you should make it as clear as possible which category your company is bidding for (i.e. X Company bidding for Contract-2024-OXX WASH and Contract-2024-OXY Office Supplies categories)