



**INVITATION FOR BIDS**

PU No.: JUBITB001

Date: 9th Aug 2021

**Title of Services: FUEL SUPPLIES UNDER UNFPA, WFP, UNICEF and SSHF**

The Impact Health Organization (IHO) (hereinafter called IHO) intends to contract a Service Provider to supply Fuel to IHO Magwi field office, Torit field office and Juba Head office under the SOUTH SUDAN HUMANITARIAN FUND, UNFPA, WFP and UNICEF for which this Request for Proposals (RFP) is issued.

IHO now invites Service Providers to provide Technical and Financial Proposal for the above-mentioned Services. *A complete set of Request for Proposal is available for issuance to Interested Bidders at IHO Juba Office or you may request through email address to: [procure@ihosavinglives.org](mailto:procure@ihosavinglives.org)*

The Service Provider will be selected under a Quality Cost Based Selection procedures described in this RFP.

The RFP includes the following documents:

- a.) Proposal Form (Annex A)
- b.) Financial (Annex B)
- c.) Technical Specifications Form (Annex C)
- d.) Vendor Information Sheet (Annex D)

The Proposals must be delivered by hand at Worldwide movers building, Hai Malakal, Juba south Sudan (IHO) office, or through email address [procure@ihosavinglives.org](mailto:procure@ihosavinglives.org) not later than 23<sup>rd</sup> March 2021. No late proposal shall be accepted.

IHO reserves the right to accept or reject any proposal and to annul the selection process and reject all Proposals at any time prior to contract award, without thereby incurring any liability to affected Service Providers.

Salma James IHO  
Procurement & Logistics Manager



QUOTATION FORM

Date : 9<sup>th</sup> Aug 2021

To : Impact Health Organization  
World Wide Movers Building  
Hai Malakal Juba South Sudan

Having examined the General Instruction for the *Fuel supplies*. +The receipt of which is hereby duly acknowledge, I, representing. offer to execute the requested works in conformity with the General Instruction for the total Lump Sum amount of \$xxx (words) in accordance with the Financial Proposal which is herewith attached and form part of this Quotation.

I undertake if my offer is accepted, to deliver the Works in accordance with the Financial Proposal, delivery and Technical specifications.

I agree to abide by this Quotation for the Validity Period specified in the General Instruction which may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this Quotation Form, together with your Notice of Award shall constitute a binding agreement between us.

I hereby certify that this Quotation complies with the requirements stipulated in the General Instruction.

Dated this xxx day of xxxx 2021.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Duly authorized to sign for and on behalf of xxxxxxxx



FINANCIAL PROPOSAL FORM

Annex B

Item	Unit price	Number	Sub-total
[e.g. named product]	[\$ X]	[number of units]	[\$ X]
		<b>Total</b>	<b>[\$ X]</b>

\_\_\_\_\_  
Name Title

Duly authorized to sign for and on behalf of



5. Referees

Please supply the details of two referees for your organization. Include a brief description of the goods or services that your organization provided and when.

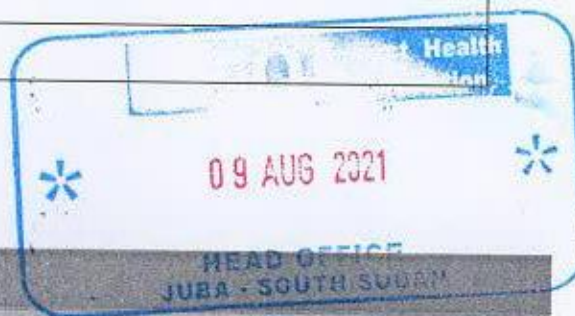
Please note: in providing these referees you authorize us to collect any information about your organization, except commercially sensitive pricing information, from the referees, and use such information in the evaluation of your Proposal. You also agree that all information provided by the referee to us will be confidential to us.

First referee	
Name of referee:	[insert name of the referee]
Name of organisation:	[insert name of their organisation]
Goods/services provided:	[brief description of the goods/services you provided to this referee]
Date of provision:	[insert the date when you provided the goods/services]
Address:	[insert street address]
Telephone:	[insert mobile or landline]
Email:	[insert email address]

Second referee	
Name of referee:	[insert name of the referee]
Name of organisation:	[insert name of their organisation]
Goods/services provided:	[brief description of the goods/services you provided to this referee]
Date of provision:	[insert the date when you provided the goods/services]
Address:	[insert street address]
Telephone:	[insert mobile or landline]
Email:	[insert email address]

6. Our declaration

Respondent's declaration	
Topic	Respondent's declaration
RFP Process, Terms and Conditions:	I/we have read and fully understand this RFP, including the RFP Process, Terms and Conditions [agree / disagree]



	(shortened to RFP-Terms detailed in Section 6, as amended by Section 1, paragraph 1.6. if applicable). I/we confirm that the Respondent/s agree to be bound by them.	
<b>Collection of further information:</b>	The Respondent/s authorizes the Buyer to: <ul style="list-style-type: none"> <li>a. collect any information about the Respondent, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client</li> <li>b. Use such information in the evaluation of this Proposal.</li> </ul> <p>The Respondent/s agrees that all such information will be confidential to the Buyer.</p>	[agree / disagree]
<b>Requirements:</b>	I/we have read and fully understand the nature and extent of the Buyer's Requirements as described in Section 2. I/we confirm that the Respondent/s has the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.	[agree / disagree]
<b>Ethics:</b>	In submitting this Proposal the Respondent/s warrants that it: <ul style="list-style-type: none"> <li>a. has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor</li> <li>b. has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFP</li> <li>c. Has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.</li> </ul>	[agree / disagree]
<b>Offer Validity Period:</b>	I/we confirm that this Proposal, including the price, remains open for acceptance for the Offer Validity Period stated in Section 1, paragraph 1.6.	[agree / disagree]
<b>Conflict of Interest declaration:</b>	The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Proposal, or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFP process the Respondent/s will report it immediately to the Buyer's Point of Contact.	[agree / disagree]
<b>Details of conflict of interest:</b> [if you think you may have a conflict of interest briefly describe the conflict		



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and how you propose to manage it or write 'not applicable'].

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**DECLARATION**

I/we declare that in submitting the Proposal and this declaration:

- a. the information provided is true, accurate and complete and not misleading in any material respect
- b. the Proposal does not contain intellectual property that will breach a third party's rights
- c. I/we have secured all appropriate authorizations to submit this Proposal, to make the statements and to provide the information in the Proposal and I/we am/are not aware of any impediments to enter into a Contract to deliver the Requirements.

I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the Proposal may result in the Proposal being eliminated from further participation in the RFP process and may be grounds for termination of any Contract awarded as a result of the RFP.

By signing this declaration the signatory below represents, warrants and agrees that he/she has been authorised by the Respondent/s to make this declaration on its/their behalf.

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Signature: \_\_\_\_\_

Full name: \_\_\_\_\_

Title / position: \_\_\_\_\_

Name of organisation: \_\_\_\_\_

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

