



From: Name of the company/ organization/ service provider

Subject: Supply and delivery of office furniture to NEF Zalinge office within Central Darfur State

Bid Ref: BHA/CDS/ PR1007975

The Near East Foundation (NEF) / Sudan office is seeking qualified offers for the above mentioned upgrade services. Individual/Firm/Institution is kindly invited to submit your best and final Bids for the requested services. Your bid could form the basis for a contract between your Individual/Firm/Institution and the Near East Foundation.

To enable you to submit the bid, please find enclosed:

1. Annex I: TOR Terms of Reference containing a description of NEF requirements for which these services are being sought;
2. Annex II: BOQ and location.
3. Annex III: bid Submission Form, to be completed and returned with your bid

This letter is not to be construed in any way as an offer to contract with you as Individual/Firm/Institution.

Manner of Submission

1. Your bid shall be prepared in the English language.
2. Your bid shall comprise the following documents:
 - a. **Final Priced bid.**
 - b. **Bid submission form.**
 - c. **Company profile including past performance with similar works completed inside Sudan, certified by end users.**
 - d. **General description of the work details that was previously completed and approved by other implementing partners with any available photos or drawings. This description will be used for the purposes of inspection and acceptance by NEF staff.**
 - e. **Warranty on all other items beyond the solar system and the submersible.**
 - f. **Provide more than one options if available.**
 - g. **Provide the time of completion, validity of the bid and warranty.**
3. **You are free to quote in SDG or USD. If in USD, NEF will provide a cheque with the amount at the final inspection/ acceptance at the final destination.**
4. Your bid shall be prepared in PDF format fully signed and stamped, the bid shall be sent via Email to procurementsudan@neareast.org before the set deadline.



5. Subject Line: **Supply and delivery of office furniture to NEF Zalinge office within Central Darfur State**
6. In the body of the email please indicate your company's official name and full address.
7. All pages of the bid must be signed by the duly authorized manager and stamped with the business stamp.
8. Bid must be received by NEF at the above email address on or before **1st Aug 2022, 11:59 PM Sudan time**. Any bid received after this date may be rejected. NEF may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective proposers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by NEF at its own initiative or in response to a clarification requested by a prospective proposer.
9. You are requested to hold your bid valid for **30 days** from the deadline for submission. NEF will make its best effort to select Individual/firm/institution within this period.
10. The contract will be fixed price contract covering all works related to the rehabilitation of the boreholes in the set locations.
11. Please note that the cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.
12. Any requests for clarification should be referred to the email address set above in writing and before the deadline to submit bids. Any written reply to a particular question may be copied to all other invited firms/institutions, at the discretion of NEF.
13. Near East Foundation is not committed to award based on the lowest bids.



ANNEX I: TERMS OF REFERENCES

A. Purpose and Scope of Assignment

The Near East Foundation Sudan office is seeking qualified bidder to complete the **Supply and delivery of office furniture to NEF Zalinge office within Central Darfur State**. NEF desires to enter into a firm fixed price contract for upgrade works, with the scope outlined in the attached BOQ and the list of locations. Any change to the scope/ cost or time of completion should be in writing and after both parties review the reason for the change and the impact on the above factors and additional works must not start before final approvals by both parties in writing on the proposed changes.

B. The contractor shall complete all the works, clear and clean the site of any debris, conduct all required tests within the period of performance of the contract, any delay that is not under an approved change order by both party will subject the contractor to delay penalties (1% of the contract value per day up to 15 days after which NEF has the right to terminate the contract).

C. Service Standards

The Contractor shall provide all original materials and spare parts from the manufacturing company, complete the work, conduct the tests under supervision from NEF point of contact in the field, and submit a formal notification of completion to initiate the final inspection / approval stage. NEF will pay only for completed and inspected works after completion and based on the report from NEF supervising staff.

D. Quality Control for the Services

The Contractor shall establish and operate to monitor on a regular and continual basis the quality of works provided to NEF, the contractor must share and implement its own quality control process with the supervising NEF staff.

NEF reserves the right to conduct its own quality control inspection any time during the contract period.





The Contractor warrants that all personnel assigned to handle NEF works shall have a strong experience and the capacity to complete the works at the highest quality possible.

NEF will conduct a close monitoring which would be part of the final inspection and acceptance of the work.





E. Scope of work:

ANNEX II: BOQ and location

Bill of quantity for supply and delivery of office furniture to NEF Zalinge office					
Location: NEF Zaline office – Central Darfur State					
#	Item, specification and pictures	Unit	QT Ys	Unit price	Total price
1	Chairs, leather with arms and wheels 	Pcs	10		
2	Cupboard, metal with four shelves 	Pcs	3		
3	Filing cabinet, metal with four drawers 	Pcs	2		
4	Plastic chairs, with arms and metal legs 	Pcs	20		
5	Shelves, metal four drawers	Pcs	5		



					
6	Plastic table, metal legs 80cm 	Pcs	4		
7	Bed sheets, single with differnt color	Pair	10		
8	Cable connection - 5 Multiple plugs, Bealco or ORICO	Pcs	5		
9	Transportation cost to Zalinge venue "NEF Office" within central Darfur State	Job	1		
	Grand total				



ANNEX III: BID SUBMISSION FORM

Ref: BHA/CDS/PR1007975 - supply and delivery of office furniture to NEF Zalinge office.

TO: Near East Foundation

Dear Sir/Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Price Component attached herewith and made part of this bid.

We undertake, if our bid is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated. We understand that you are not bound to accept any bid you may receive and that a binding contract would result only after final bid analysis are concluded.

Priced BOQ:

(Insert your detailed BOQ based on the design proposed and the location of work).

Turnaround Time

_____ Days after signing the contract by both parties.

Dated _____

Signature _____

Validity of the offer: _____ Days

Duly authorized to sign bid for and on behalf of:



Contractor Information

Information about the company/ business

معلومات عن الشركة / النشاط التجاري

	Name of the company/ organization/ service provider as mention in the registration documents
	Address (road, city, state, country)

Please attach: A copy of the registration papers (Key individuals Information: like the general manager, finance manager, board of directors (in case of more than one key individual exist, then each one of them should fill the form separately).

	Name in English as in the ID or Passport
	Place of birth: Country / City
	Date of birth
	Nationality of the person

Please attach a copy of Personal ID or the Passport