



Terms of Reference for custom Clearance Services

International Rescue Committee (IRC) is non-Profit organization. IRC Procurement unit would like to ask your company to make quotations for the Custom Clearance Services as per below table. Your quotation as a response to this Request for Proposal should strictly be replied to SU-KhartoumProcurement@rescue.org without copying anyone or hand deliver in sealed envelope and drop in a box at the reception.

It is the intent of this Request for Quotation to secure competitive quotation to select a supplier or vendor for the International Rescue committee, Sudan Country Programme /Khartoum office to provide proposals at IRC Khartoum office, including Sea Port and Airport clearance, transportation cost, documentation cost/ Facilitation fees, handling, loading, and offloading and any other costs related to clearance.

The successfully agent will be responsible for the following tasks.

- Clear the items on behalf of IRC and be able to negotiate with the concern authorities for reasonable cost
- Fast track the clearance exercise and submitted the invoices of the clearance related charge within the shortest time possible
- Ensure that all the Cold chain items are properly kept in a conducive environment to avoid exposure to the external factors
- Proactively communicate with IRC management by providing updates on the bottom necks and provide possible solutions

- Share with IRC any changes on the customs clearance process in case the concerned authorities have introduced the new steps.

#	From - To	SDG	HANDLING AND	Transport kg/ truck charg-wt in Khartoum	Transport kg/ truck charg- wt -- Gadarif	Reefer Transport kg/ truck charg- wt in Damazine & Dilling
		CLEARANCE & Docs /kg/ch-w	Examination /kg/ch-w			
1	1 KG - 100 KGS					
2	101 KGS - 150 KGS					
3	151 KGS - 250 KGS					
4	251 KGS - 500 KGS					
5	501 KGS - 750 KGS					
6	751 KGS - 2000 KGS					
7	2001 KGS - 3000 KGS					
8	3001 KGS - 4000 KGS					
9	4001 KGS - 5000 KGS					
10	5001 KGS AND ABOVE					

Other charges

		SDG
DIRECT DELIVERY	Per AWD	
OVER TIME	Per AWD	

Mandatory Requirements for Eligibility

- All Registration Document
- Tax registration number
- Company Profile
- Experiences with other INGOs
- Technical Proposal
- Financial Proposal