

Request for Tenders

Saferworld is an independent non-governmental organisation that works to prevent violent conflict and build safer lives. We work with civil society, governments and international organisations to encourage and support effective policies and practices through advocacy, research and policy development, and through supporting the actions of others.

Saferworld– Sudan in order to achieve its humanitarian goals is requesting service providers to bid for Accommodation and catering services to cover Saferworld’s needs for a period of 1-2 years. Selected bidders will be engaged with framework agreement where SW will request directly the service with the aforementioned period of time.

Bid reference Number	SW-2023-BID-FA-003
Date RFQ sent out:	22 nd February 2023
Closing Date:	28 th February 2023 extended to 15 th April 2023
Delivery of Bids	Bid documents should be submitted in a sealed envelope labelled with the reference number to House Number 12 Block 9H, Street 27, Amarat area, Khartoum, Sudan.
Items required by (date):	From 20 th April 2023 to 19 th April 2024
Delivery Address:	House Number 12 Block 9H, Street 27, Amarat area, Khartoum, Sudan
Payment terms	100% upon delivery and conformity with the required specifications

Applications from reputable, duly registered companies/providers are welcomed for the following items;

First catering services:

Number	Item Description	QTY	Unit	Unit price
1	Tea break (coffee, tea, bottled water and juice)	1	Person	
2	Tea break (coffee, tea, light snacks, bottled water and juice)	1	Person	
3	Lunch open buffet (goat meat, Pizza, rice, vegetarian meal, chicken, beef, salad and deserts) + bottled water.	1	Person	
4	Dinner open buffet (goat meat, Pizza, rice, vegetarian meal, chicken, beef, salad and deserts) + bottled water.	1	Person	

Second accommodation Services:

Number	Item Description	Unit	QTY	Unit price	Alternative
1	Standard hotel room without breakfast.	Night	1		
2	Standard hotel room without breakfast.	Night	1		
3	Deluxe hotel room without breakfast	Night	1		
4	Deluxe hotel room with breakfast	Night	1		
5	Furnished Studio hotel apartment without breakfast	Night	1		
6	Furnished Studio hotel apartment with breakfast	Night	1		
7	Two bedrooms Furnished apartment	Night	1		
8	Standard suite room without breakfast	Night	1		
9	Standard suite room with breakfast	Night	1		
10	Conference hall 10-15 persons equipped with projector, notes and pens, flipchart, loud speaker, marker pens.	Day	1		
11	Conference hall 10-15 persons equipped with projector and loud speaker	Day	1		
12	Conference hall 20-25 persons equipped with projector, notes and pens, flipchart, loud speaker, marker pens.	Day	1		
13	Conference hall 20-25 persons equipped with projector, and loud speaker.	Day	1		
14	Conference hall hire 30-35 Persons equipped with projector, notes and pens, flipchart, loud speaker, marker pens..	Day	1		
15	Conference hall hire 30-35 Persons equipped with projector and loud speaker.	Day	1		

*** Bidders are welcomed to visit SW office for enquiries from **10am-3:30pm Sunday – Thursday**. Or send their enquires to the following email address: melkhalifa@saferworld.org.uk. **Emailed bids are not accepted. Bidders queries and response will be shared with all bidders on Sudan bids website <https://www.sudanbid.com/>**

Submission of offers: The bid document should be submitted in a **sealed envelope** labelled with the reference number on each bid document to the following address: House Number 12 Block 9H, Street 27, Amarat. Khartoum, Sudan

Terms and conditions:

Interested companies are invited to submit their expression of interest which must include;

- The company profile with proven experience in the relevant field
- Copies of company's registration certificate, and tax certificate
- Company's contact details (Address, Telephone, Email)
- Proof of past performance with contact Address
- List of current clients.

- Proof of financial capability- Audited books of Accounts, Financial Reports and or bank statement. The company is able to provide the service on credit basis; especial payment terms should be illustrated on the document.
- The selected company/firm will Provide speedy response to SW requests and queries.

Deadline: The closing date for the submission of the bid document is the **15th April 2023**

Evaluation criteria: *bidders who are registered and passed the administrative criteria's will be evaluated against: **Delivery lead-time, ability to purchase air tickets for SW with no additional charges (airlines prices), experiencspecialization in related field of services, provide the tickets as per the airline cost with no additional charges.***

Supplier confirmation of offer		Supplier signature and stamp
Company name		
Name		
Title		
Phone Number		
Email address		
Physical Address		
Bid validity (Days)		