



CALL FOR EXPRESSION OF INTEREST (EOI)

FOR

**PRE-QUALIFICATION OF PROVIDERS FOR WORKS, SERVICES AND SUPPLIES
FOR PERIOD'S 2021/2022, AND 2022/2023**

PROCUREMENT DEPARTMENT,

ALIGHT – SUDAN

REFERENCE NO: ALIGHT-SUD-EOI-2021-001

1st April, 2021



Khartoum, Sudan

INVITATION LETTER

Thursday 1st April, 2021

Call for Expression of Interest (EOI) for Vendor Pre-qualification

ALIGHT Sudan invites by present invitation; eligible, qualified and reputable companies, firms and organizations, to submit their Expression of Interest (EOI) for vendor pre-qualification, with the possibility of entering into Framework agreement/s for the period 2021-2023, for the provision or supply of the following goods, services or support in various categories;

1. Provision of Car Wash Services including deep cleaning and waxing
2. Provision of Carpentry and woodwork services
3. Provision of Conferencing Facilities and Accommodation
4. Provision of courier and mail delivery services
5. Provision of Customs clearing services
6. Provision of Design, Media, Branding and Promotional Materials and Services.
7. Provision of Dislodging of latrines services and emptying trucks hire
8. Provision of Electricity purchase services
9. Provision of Events Coordination and Management Services
10. Provision of Fumigation and Sanitary Services for Offices and Residential facilities, and warehouses.
11. Provision of Hotel and Accommodation Facilities.
12. Provision of Incineration services for medical waste
13. Provision of Insurance Services including, medical, motor, fire and travel
14. Provision of Legal Services
15. Provision of Motor vehicle, shuttle, Bus or motorcycle lease or rental services
16. Provision of On-line advertisement/newspapers/magazine services
17. Provision of security and guarding services for Offices and Residential facilities, and warehouses.
18. Provision of Servicing and Repairs of Motor Vehicles and Motorcycles.
19. Provision of Tailoring and Weaving Textiles services
20. Provision of Tour and Travel Agency Services.
21. Provision of Water tanker trucks for supply of portable water
22. Provision of wired, wireless or mobile Telecommunication services providing Internet, television, and networking for Offices, warehouses and guesthouses
23. Provision repair and maintenance and rehabilitation services for Offices and Residential facilities, and warehouses structures.
24. Supply and installation of electrical materials for construction
25. Supply and Installation of Electronic and electrical Equipment (s) including **Air Conditioners**
26. Supply and installation of plumbing materials for Offices and Residential facilities, and warehouses including **Hand Washing facilities**
27. Supply and installation of water tanks and plastic materials and accessories
28. Supply and refilling of gas cylinders and accessories
29. Supply and repairs of Sport Materials and Equipment (s).
30. Supply of Building and construction materials
31. Supply of Fresh Food including, fruits, vegetables and meats
32. Supply of Fuel, Lubricants and Related products for vehicles and other engines.
33. Supply of laboratory reagents and chemicals
34. Supply of office consumables including drinking water, food materials, sanitary, cleaning materials etc.
35. Supply of Office Supplies (including Stationery and other writing materials)
36. Supply of Pharmaceutical and Medical items and accessories
37. Supply of water treatment, chemicals, agricultural & animal products, and related light equipment, and provision of related services.

38. Supply, fitting and repairs of vehicle tires and accessories
39. Supply, installation, repair and refilling of fire extinguisher units
40. Supply, installation, repairs and maintenance of office furniture & fittings.
41. Supply, Repair and Maintenance of Donkey cart with Hilux hub
42. Supply, Repair and Maintenance of Generators and generator parts.
43. Supply, Repair and Maintenance of IT, and Electronic Equipment Including computers, printers, copiers, communication Equipment's, UPS's and the accessories.
44. Supply, Repair and maintenance of medical equipment for sale or hire

To enable you to submit your expression of interest for pre-qualification, the following are attached

1. Timetable
2. About Alight Sudan
3. Background for Pre-Qualification of Suppliers and Service Providers
4. Instructions
5. Submission
6. Selection Criteria
7. Conditions for call for expression of interest
8. Application Submission Form
9. Vendor Registration Form
10. Vendor Banking Information Form

- a) Your Expression of Interest comprising of administrative documents, must be submitted Alight Sudan Khartoum office not later than **3:30p.m on Thursday 29th April 2021**. Submissions after this date and time shall not be considered.
- b) Any additional information or clarification regarding this tender can be channeled through email us at: procurement.kft@WEAREALIGHT.ORG

Yours Sincerely

01 APR 2021

Operation
Department
Khartoum, Sudan

1. **Timetable**

Issue of Call for EOI: **01/04/2021**
Deadline for submissions: **30/04/2021** at 15:30hrs at Alight offices

2. **About Alight Sudan**

The Alight Sudan Program started in 2004 in response to the emergency needs of some 600,000 war-affected IDPs and host populations in the Tulus and Gereida corridors in South Darfur. In 2014, Alight expanded services into underserved villages in the East Darfur, and more recently in Kassala state, East of Sudan. The overall aim of the program is to improve the well-being of the target populations by addressing their immediate humanitarian needs and contributing to long-term community stabilization.

3. **Background for Pre-Qualification of Suppliers and Service Providers**

ALIGHT Sudan whose main aim is to improve the well-being of the populations and people of concern that we serve in Sudan is making a call to eligible, qualified and reputable companies, firms and organizations, to submit their Expression of Interest (EOI) for vendor pre-qualification for the period 2021-2023, for the provision or supply of the following goods, services or support in various categories. Following successful reviews, these suppliers or service providers may be contacted to possibly enter into Framework agreement/s with Alight Sudan

Please provide a listing of items under the categories that you qualify for.

Alight Sudan is looking for reputable Sudan based companies, firms, or institutions that will be able to provide;

- Stable Prices for services, supplies or materials, over a period of time
- Adhere to agreed contract terms if successful
- Timely delivery of services, supplies or materials as per contract of purchase order or other agreed terms
- Operate in an ethical and professional manner
- All the necessary legal requirements

Interested bidders will be required to submit the expressions of interest (EOI) in sealed envelopes to the Alight Sudan Khartoum office – Front Office section, located at **Block 57 – House 19, off Al Salam St - Arkawet, Khartoum.**

Closing date for receipt of submissions is **Thursday April 29th 2021 at 15.30hrs**. Submissions after this date and time shall not be considered.

In addition to meeting requirements set out in the detailed EOI packet, submissions will include confirmation of authorization to operate in Sudan, proper physical address/email/telephone contacts, and necessary certificates, licenses and declarations.

The pre-qualifying firms or companies will be notified and invited to submit their financial bids as a requirement for entering into Framework agreement /s with ARC Sudan, on a date and time to be specified.

4. **Instructions**

- a. Participation is open on equal conditions to all qualified entities specialized in the field.
- b. By submitting a tender, the Bidder accepts in full the conditions of this tender, waiving his/her own conditions of sale.
- c. Please read carefully all instructions and conditions. Please ensure that all relevant information and documentation is provided on time as failure to do so may result in rejection of your bid.
- d. Order of requested documents in proposal:
 - i. Letter of Introduction
 - ii. Valid Company Registration Certificate (Incorporation/ Business Registration);
 - iii. Valid certification and registration with a national or international body (where applicable).

- iv. Valid Classification Certificate from a national or international body for regulating the category (where applicable)
- v. Updated Company profile;
- vi. References from at least three (3) clients with satisfactory performance certificates;
- vii. Evidence of having office location in the respective areas mentioned in the Instructions to Applicants;
- viii. Signed and completed **Application Submission Form**.
- ix. Signed Alight Sudan **Vender Registration Form**

5. Submission

The tender must be in sealed envelope bearing the;

- Reference Number - **ALIGHT-SUD-EOI-2021-001**.
- Activity - **PRE-QUALIFICATION OF PROVIDERS FOR WORKS, SERVICES AND SUPPLIES FOR PERIOD'S 2021/2022, AND 2022/2023**
- Proposals – As per listed requirements in 4.d.

The tender must be submitted to the address below before or on the Deadline of **Thursday April 29th 2021** at **15:30hrs**.

The Chairperson Tender Committee
ALIGHT Sudan.
Block 57 – House 19,
off Al Salam St - Arkaweet,
Khartoum.



6. Selection Criteria

When analyzing the submissions for Expression of Interest, Alight will consider the items listed in **section 4.d**

7. Conditions of the call for Expression of Interest

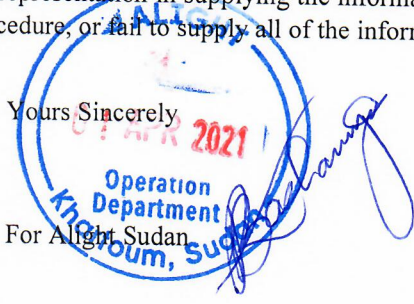
- a. ARC is not bound to accept the lowest offer or any offer.
- b. Alight reserves the right to select and deal with any Bidder(s) necessary to provide Alight with the best value for money.
- c. This call is not a contract or an offer into a contract, but a for Expression of Interest for vendor pre-qualification in categories indicated in this document.
- d. Bidders are bound by their submissions.
- e. Alight is not responsible for any costs associated with preparing the tender response.
- f. Alight reserves the right to alter the dates of the timetable.
- g. Canvassing of Alight staff in relation to this tender will result in disqualification of that Bidder.
- h. Alight will inform each Bidder of the outcome of the selection as it relates to their specific submission.
- i. Alight does not do business with companies or individuals that are public offenders as per the following criteria:
 - They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
 - They have been convicted of an offence concerning their professional conduct by a judgement that has the force of res judicata;
 - They have been guilty of grave professional misconduct proven by any means that the contracting authority can justify;
 - They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
 - They have been the subject of a judgement that has the force of res judicator for fraud, corruption, involvement in a criminal organisation or any other illegal activity;



- Following another procurement procedure or grant award procedure, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.
- If you submit an offer based on this request, it shall constitute a guarantee that neither your company nor any affiliate or a subsidiary controlled by your company or yourself is in breach of any of the above provisions.

In addition to the ineligibility criteria applied by Alight, negotiation with potential vendors may be severed at any stage during a procurement process if it is found that they are subject to a conflict of interest or are guilty of misrepresentation in supplying the information required by Alight as a condition of participation in the contract procedure, or fail to supply all of the information requested.

Yours Sincerely



For Alight Sudan

ANNEX I - APPLICATION SUBMISSION FORM

To: The Chairperson Tender Committee, Alight Sudan

We, the undersigned, submit our expression of interest to Alight Sudan for vendor prequalification in the categories listed in the table below:

(Applicants are requested to indicate "X" the Category that they intended to apply for):

No	CATEGORY	Selection	No		Selection
1	Provision of Car Wash Services including deep cleaning and waxing		23	Provision repair and maintenance and rehabilitation services for Offices and Residential facilities, and warehouses structures.	
2	Provision of Carpentry and woodwork services		24	Supply and installation of electrical materials for construction	
3	Provision of Conferencing Facilities and Accommodation		25	Supply and Installation of Electronic and electrical Equipment (s) including Air Conditioners	
4	Provision of courier and mail delivery services		26	Supply and installation of plumbing materials for Offices and Residential facilities, and warehouses including Hand Washing facilities	
5	Provision of Customs clearing services		27	Supply and installation of water tanks and plastic materials and accessories	
6	Provision of Design, Media, Branding and Promotional Materials and Services.		28	Supply and refilling of gas cylinders and accessories	
7	Provision of Dislodging of latrines services and emptying trucks hire		29	Supply and repairs of Sport Materials and Equipment (s).	
8	Provision of Electricity purchase services		30	Supply of Building and construction materials	
9	Provision of Events Coordination and Management Services		31	Supply of Fresh Food including, fruits, vegetables and meats	
10	Provision of Fumigation and Sanitary Services for Offices and Residential facilities, and warehouses.		32	Supply of Fuel, Lubricants and Related products for vehicles and other engines.	
11	Provision of Hotel and Accommodation Facilities.		33	Supply of laboratory reagents and chemicals	
12	Provision of Incineration services for medical waste		34	Supply of office consumables including drinking water, food materials, sanitary, cleaning materials etc.	
13	Provision of Insurance Services including, medical, motor, fire and travel		35	Supply of Office Supplies (including Stationery and other writing materials)	
14	Provision of Legal Services		36	Supply of Pharmaceutical and Medical items and accessories	
15	Provision of Motor vehicle, shuttle, Bus or motorcycle lease or rental services		37	Supply of water treatment, chemicals, agricultural & animal products, and related light equipment, and provision of related services.	
16	Provision of On-line advertisement/newspapers/magazine services		38	Supply, fitting and repairs of vehicle tires and accessories	
17	Provision of security and guarding services for Offices and Residential facilities, and warehouses.		39	Supply, installation, repair and refilling of fire extinguisher units	
18	Provision of Servicing and Repairs of Motor Vehicles and Motorcycles.		40	Supply, installation, repairs and maintenance of office furniture & fittings.	



19	Provision of Tailoring and Weaving Textiles services		41	Supply, Repair and Maintenance of Donkey cart with Hilux hub	
20	Provision of Tour and Travel Agency Services.		42	Supply, Repair and Maintenance of Generators and generator parts.	
21	Provision of Water tanker trucks for supply of portable water		43	Supply, Repair and Maintenance of IT, and Electronic Equipment Including computers, printers, copiers, communication Equipment's, UPS's and the accessories.	
22	Provision of wired, wireless or mobile Telecommunication services providing Internet, television, and networking for Offices, warehouses and guesthouses		44	Supply, Repair and maintenance of medical equipment for sale or hire	

We, the undersigned, apply to be prequalified for the referenced call for EOI and declare that:

- We have reviewed the call and have no reservations to the Prequalification Call for Expression of Interest issued by the Alight Sudan in accordance with Instructions to Applicants.
- We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any application that you may receive nor to invite the prequalified applicants to bid for the contract subject of this prequalification, without incurring any liability to the Applicants.
- All the information and statements made in this submission to the call for Expression of Interest are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- We are currently not on any suspended vendor list of any agency or organization, nor are we associated with, any company or individual appearing on the disqualified lists with these organisations;
- We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern.
- The following information shall be used by Alight Sudan to notify us:

Name
Title
Address:
Tel:
Fax:
E mail:

Name *[insert full name of person signing the application]* **Signature** **Date**
In the Capacity of *[insert capacity of person signing the application]* _____
Applicant's Name *[insert full name of Applicant]* _____
Address *[insert street number/town or city/country address]* _____



ANNEX II: ALIGHT SUDAN –VENDOR REGISTRATION FORM

Completion of the following form, along with provision of a Sudan registration License is mandatory for registration as a supplier/vendor with ALIGHT Sudan.

The following form contains five (5) sections and should be completed in English preferably electronically or in BLOCK CAPITALS.

Please return this completed form with a copy of the Registration License via email to procurement.krt@WEAREALIGHT.ORG or post to ALIGHT office located at House 19 - Block 57, Arkawit, Khartoum, Sudan

For enquiries regarding completion of this form please contact ALIGHT Sudan via email at procurement.krt@WeAreAlight.org.

Thank you for your time and effort.

SECTION 1: Vendor Details and General Information

1. Vendor Name:

2. Street Address:

City:

Postal Code:

Country:

3. P.O. Box and Mailing Address:

4. Telephone No.:

5. Fax No.:

6. Email Address:

7. Website Address:

8. Contact Name and Title:

9. Parent Company (Full Legal Name):

10. Subsidiaries, Associates and/or Overseas Representatives(s) – (attach a list if necessary)

11. Type of Business (Mark one only):



<input type="checkbox"/> Corporate / Limited:	<input type="checkbox"/> Partnership:	<input type="checkbox"/> Other (Specify):
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12. Nature of Business:				
<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Authorised Agent	<input type="checkbox"/> Trader	<input type="checkbox"/> Consulting Company	<input type="checkbox"/> Other (Specify):

13. Year Established:	14. Number of Full-time Employees:
15. Licence No./State where registered:	16. VAT No. / Tax ID:

<input type="checkbox"/> English	<input type="checkbox"/> French	<input type="checkbox"/> Spanish	<input type="checkbox"/> Russian	<input type="checkbox"/> Arabic	<input type="checkbox"/> Chinese	<input type="checkbox"/> Other (Specify):
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SECTION 2: Financial Information

17. Bank Name: Address :	Swift / BIC Address: IBAN : Account Currency :
18. Bank Account Number:	Account Name:

SECTION 3: Technical Capability and Information on Goods / Services Offered

19. Quality Assurance Certification (e.g. ISO 9000 or equivalent): (Please provide a copy of your most recent Certification)
20. Offices / Representation (Towns were you have local Offices / Representation):



21. For Goods Only – Do the goods provided conform to National / International Quality Standards?

Yes

No

22. List below up to Five (5) of you core Goods / Services offered:

Code	Description (One Line for Each Item)	National / International Quality Standard to which the Item Conforms

SECTION 4: Experience

23. Recent Contracts with International Aid Organisations and / or the United Nations (List):

SECTION 5: Other

24. Please list any disputes between you and an International Aid Organisation and/or the United Nations over the last 3 years:



25. Certification:

I, the undersigned, hereby confirm that the information provided in this form is correct, and in the event of any changes to this information, correct details will be provided as soon as possible:

Name:**Functional Title:****Signature:****Date:**

NOTE: *Please be informed that ALIGHT Sudan does not do business with companies or any of their affiliates or subsidiaries that engage in any practice which is inconsistent with the ALIGHT Sudan Procurement Manual.*

