|  |  |
| --- | --- |
| **SECTION1 INTRODUCTION:** | |
| CARE International in Sudan (CISDN) is a development and humanitarian organization with a goal of reducing poverty at the household level and providing relief services in emergencies. We currently carry out major initiatives in Refugee and Emergency Operations, Health, Livelihoods, Water and Sanitation. CARE also carries out activities in civil society organizational strengthening and environmental services.  CARE International in Sudan invites tenders for Nonnational Consultant for conducting gender-sensitive conflict analysis -Data collection and fieldwork. for its activities in South & East Darfur state.   1. Interested firms are invited to apply for this tender. | |
| **SECTION2 INSTRUCTIONS TO BIDDER** | |
| 2.0 Eligible Bidders | 1. This Invitation for Tenders is open to all eligible as described in the Appendix of Instructions. Successful bidders shall provide **their offers as per attached TOR.** 2. for CARE South & East Darfur Office 3. CARE Sudan employee, and their relatives (spouse and children) are not eligible to participate in the tender. 4. Interested bidders shall bear all costs associated with the preparation and submission of their tender, and the CARE Sudan, will in no case be responsible or liable for those costs. Regardless of the outcome of the tendering process. |
| **2.1 Clarification on Tender Documents** | * Questions and clarification that may arise from the tender documents should be sent to the email address below:   [SDN.ProcurementTender@care.org](mailto:SDN.ProcurementTender@care.org)   * CARE will only respond to questions received 2 days before the closing date. |
| 2.2 Amendment of Tender Documents | a) At any time prior to the deadline for submission of tenders, CARE Sudan, for any reason, whether at its own initiative or in response to a clarification requested by prospective firms, may modify the tender documents by issuing an addendum.  Any addendum added shall be posted on the CARE: **Sudanbid.com**   1. In order to allow prospective firms reasonable time within which to take the amendment into account in preparing their tenders, CARE Sudan, at its discretion, may decide to extend the deadline for the submission of tenders. |
| LANGUAGE | * All the information requested for tender shall be provided in the English language. Where information is provided in any other language it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information. |
| 2.4 TENDER PRICES | a) The prospective firms shall indicate on the Annexe2 Price Schedule forms the **unit** **prices** and **total** **tender price** of the services it proposes to provide under the contract.  b) Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable.  c) Prices quoted by the prospective firms shall remain fixed during the Term of the contract unless otherwise agreed by the parties. **A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.** |
| 2.5TENDER CURRENCIES | Prices shall be quoted in **USD/SDG** |
| 3.7 Requirement of successful firms | * **The documentary evidence of the prospective firms to perform the contract, shall be determined by CARE Sudan’s satisfaction that the bidder has the financial and technical capability necessary to perform the contract.** |
| 3.8 Format and Signing of Tenders | * Bidders need to submit all annexes in this tender document typed or written in indelible ink and shall be signed & Stamped by the bidder or a person or persons duly authorized to bind the bidder to the contract. * All pages of the tender, except for un-amended printed literature, shall be initiated by the person or persons signing the tender. * The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the tender. |
| 3.9 Deadline for Submission of Tenders | * The completed tender documents containing all the requirements shall be submitted not late than Monday 1**8/5/2022** 4:00 pm **to the below email:**   [SDN.ProcurementTender@care.org](mailto:SDN.ProcurementTender@care.org) |
| 3.10 Modification and Withdrawal of Tenders | a) The prospective firm`s modification notice shall be prepared, sealed, marked and deposited in the tender box. Any withdrawal notice should be sent by email to: [SDN.ProcurementTender@care.org](mailto:SDN.ProcurementTender@care.org)  , and followed by a signed confirmation copy submitted, not later than the deadline for submission of tenders.  b) No tender may be modified after the deadline for submission of tenders.  ***Please indicate your broker who will manage the contract on your behalf.*** |
| 3.11 Clarification of Tenders | a) To assist in the examination, evaluation and comparison of tenders CARE Sudan may, at its discretion, ask the prospective firms for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted/considered.  b) Any effort by the bidder to influence CARE Sudan in its tender evaluation, tender comparison or contract award decisions may result in the rejection of the bidder’s tender. |
| 3.12 Preliminary Examination and Responsiveness | a) CARE Sudan will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the tenders are generally in order.  b) Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the bidder does not accept the correction of the errors, the tender will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail  c) CARE Sudan may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation provided such waiver does not prejudice or affect the relative ranking of any bidder.  d) Prior to the detailed evaluation, CARE Sudan will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations.   1. If a tender is not substantially responsive, it will be rejected by CARE Sudan and may not subsequently be made responsive by the bidder by correction of the nonconformity. |
| **SECTION 3 BID EVALUATION CRITERIUM****NB: The evaluation process for the received bids will be conducted in to three steps as listed below including the Due diligence.** If a tender is not substantially responsive, it will be rejected by CARE Sudan and may not subsequently be made responsive by the bidder by correction of the nonconformity. Any effort by the bidder to influence CARE Sudan in its tender evaluation, tender comparison or contract award decisions may result in the rejection of the bidder’s tender. | |
| **3.0** **The Pre-qualification** | a) will be conducted based on the information’s provided in Annexe1 *(Vendor Questionnaire)* and attached copies of related document.- Legal Documents,- Bank Details on the company name,- Address, Tel, E-mail- Owner ID Card b) CARE Sudan will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the tenders are generally in order.  d) CARE Sudan may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation provided such waiver does not prejudice or affect the relative ranking of any bidder.  e) Prior to the detailed evaluation, CARE Sudan will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. |
| **3.1Technical Evaluation:** | **According to Attached TOR** |
| **3.2 Financial Evaluation:** | 1. **Financial offer (Please refer to annex 2)** Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the bidder does not accept the correction of the errors, the tender will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail   b) **Bank Statement not elder that 2 months** (*Shall not be insolvent, in receivership, bankrupt, or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.*  c) Payment Mode *(Cash, Bank transfer, Check)*  d) Payment Terms *(After / Before service delivery?)*  NB: To assist in the examination, evaluation and comparison of tenders CARE Sudan may, at its discretion, ask the prospective firms for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted/considered. |
| **SECTION3 AWARD CRITERIA** | |
| CARE Sudan will award the contract(s) to the successful bidders whose tender has been determined to be substantially responsive and has been determined to be one that offers best value for money, provided further that the bidder is qualified to perform the contract satisfactorily.  b) To qualify for contract awards, the bidder shall have the following:   1. Legal capacity to enter into a contract for procurement 2. Have necessary qualifications, capability experience, after sale support services, necessary equipment and facilities to provide what is being procured. 3. Sufficient Financial capacity to render required services and claim for payment with 30days upon submission of receipt 4. Shall not be insolvent, in receivership, bankrupt, or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing. 5. Shall not be debarred from participating in procurement by similar NGO`S. | |
| **SECTION 3: ANNEXES** | |

**ANNEX1:**

* **Attached to this tender.**



#### VENDOR QUESTIONNAIRE **(Confidential)**

Note: CARE Standard Payment Terms are 15 days from receipt of goods or service and a CARE approved invoice.

I. REQUIRED INFORMATION (Please Fill in and Print Clearly)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CARE Contact Name: | |  | | | |
| Company/Individual Name: | |  | | | |
| Owner Name (if different from above): | |  | | Nationality of Owner: |  |
| Contact Person: | |  | | | |
| Full Address (Street/City, etc): |  | | | | |
| Phone No: |  | | Fax No: |  | |
| E-mail: |  | | Website: |  | |

**II. CUSTOMER REFERENCES**

**Provide 3 current customer references, listing customer, phone number, contact person, *contact’s e-mail* and a description of the product or service provided to the customer. (If you need additional space please use a separate page.)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | Name of Organization/Business |  | | |
| Name of Contact Person |  | Title |  |
| E-mail: |  | Phone: |  |
| Type of product / service provided to client |  | | |
| **2** | Name of Organization/Business |  | | |
| Name of Contact Person |  | Title |  |
| E-mail: |  | Phone: |  |
| Type of product / service provided to client |  | | |
| **3** | Name of Organization/Business |  | | |
| Name of Contact Person |  | Title |  |
| E-mail: |  | Phone: |  |
| Type of product / service provided to client |  | | |

**III. Indicate below the products or services sold or provided by you**

|  |  |
| --- | --- |
| [a] | [b] |
| [c] | [d] |
| [e] | [f] |
| [g] | [h] |

**IV. Registration of Business**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Is your firm registered as a business entity with the government? | | YES | | NO |
| 2. If YES, please provide your business registration number |  | | | |
| 3. If applicable, please provide Sales Tax Registration Number |  | | | |
| 4. Please provide Tax ID number |  | | | |
| 5. Indicate how long have you been in this type of business |  | | | |
| 6. Have you ever done business with other aid agencies? If so, provide names of agencies immediately below: | YES | | NO | |
| 7. Are you related to any person currently employed with CARE? | YES | | NO | |
| 8. If YES, please provide name and position |  | | | |
| 9. Provide here, any additional information regarding your business |  | | | |
| **NOTE: Government regulations may require CARE to deduct taxes on any transaction prior to effecting payment to the vendor**. | | | | |

**V. Certification**

|  |  |  |  |
| --- | --- | --- | --- |
| I certify that the foregoing is true and complete to the best of my knowledge and belief and that no material changes have occurred to the business which would affect any of the above representations.  ***CERTIFICATION REGARDING TERRORISM****:* ***Seller hereby certifies that it has not provided and will not provide material support or resources to any individual or organization that it knows, or has reason to know, is an individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism.***  **Misrepresentation above may result in cancellation and severing all ties with the agency/person and will be deleted from CARE’s database of clients. I have read the above statement and certify under oath that the information contained herein is true and accurate to the best of my knowledge and belief.** | | | |
| **Name of Person Completing Form (Please print clearly)** | |  | |
| **Title:** | **Signature:** | | **Date:** |
| **FOR PROCUREMENT USE ONLY** | | | |
| Anti-Terrorism Check Completed  Customer References Verified | | | |

**ANNEX 2: PRICE SCHEDULE FORMS**

**Company Name:**

**Address:**

**Telephone: Email:**

**ANNEXE 3 : VENDOR ENGAGEMENT LETTER**

We, the undersigned (Name, first name and qualities), acting on behalf of the Company (Name, corporate name and full address of the Company), by the benefit of the power conferred to us by the act of (date of the deed giving delegation of power),

• After having examined all the constituent parts of the Request for tender Ref. ………………………………….

• Agree to be bound by this submission for a minimum period of ……, (…… days) from the deadline for submission of tenders, and each CARE service request will be provided if approved in the CARE format in annex to this offer.

• We propose to perform these services at the unit prices excluding tax specified in the framework of the annex relating to the unit price proposal attached to this tender,

• We ask that the payment of the sums due to the Company be made by Check or Transfer to Account N ° \_\_\_\_\_\_\_\_\_\_\_\_\_, opened in its name at the Bank (Name and full address of the Company's Bank).

• We understand and agree that CARE is under no obligation to choose the lowest price on any bid that may be received, and that all bids may be rejected without any reason for such rejection.

Khartoum \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/2022