



## منظمة إضافة لمساعدات الكوارث والتنمية Addition for Disasters assistance and Development (ADD)

Addition for Disasters assistance and Development (ADD) is a non-governmental organization founded in 2016, headquartered in Khartoum. At ADD, we envisage a world free of poverty where people, especially women and children, live independently and with dignity; and where survivors of and people affected by disasters and crises receive life-saving assistance.



Bid No: 00122- FY22

City: Khartoum

Deadline: 24 August 2022

Description:

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ADD Sudan- Khartoum-Red Sea

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Request for Proposal (RFQ)

Name of Tender:

Food product basket

Tender Number: ADD-KRT-RFQ-00122.FY22

Deadline Submission date:

24/Aug. /2022 –3 :00 PM

Please submit your bid to this email only. [add-tender@addorg.org](mailto:add-tender@addorg.org)

For further information please contact:

[logistic-KHT@addorg.org](mailto:logistic-KHT@addorg.org)

Dear Sir / Madam,

ADD Sudan is looking for Reputable vender to provide the goods shown in Request for Quotation (RFQ) Attachment 1 at a competitive price and with high quality.

General Requirements

1. Must Be Registered to conductn business and in compliance with federal government tax regulations in Sudan.
2. Experience in supplying to International Organizations, Non-Governmental Organizations, or large private companies will be an advantage.
3. ADD retains the right to reject, negotiate, amend, split and accept any offer, without consideration of the lowest offer.
4. This is an invitation to bid and is not a promise or obligation that ADD will contract the suppliers through the submitted offers.
5. Relevant bid committee may request for physical samples of some items during evaluation process of bids

Payment Terms

1. Quotation should remain valid for a period of at least fifteen (15) days from the submission closing date.
2. Payment shall be made via bank cheque or wire transfer within 15 working days from the date of delivery of goods or upon of received final and correct invoice.
3. Payment shall be made upon verification and acceptance of goods according to contract Purchase order

Acceptance of conditions

Do you accept the above conditions?

- Yes
- No

Requested Information

The submission must include:

- Full legal address and contact details of the company
- Name of company's official owner and copy of his/her ID & passport (if available)
- Copy of company registration certificate
- Copy of Tax Registration Certificate
- Reference from previous similar business experience with reference contact information.
- Bank account information.
- The vendor must read, sign & stamp the (Attachment (2) related to ADD SUPPLIER CODE OF CONDUCT

Bid Requirements

Offers that do not meet the following will be automatically rejected regardless of price:

1. Offer of the prices must be received through (attached 1) form RFQ with stamp and sign
2. Offers must be received before the stated deadline.
3. Offers must include all information requested above.
4. Bids that include mistakes in calculations within the RFQ will be excluded from competition.
5. You can apply for one product or more
6. Bids must be submitted through the email address for receiving bids or through ADD tender box in Khartoum office, House No 165, Block No 9 Kabary Almanashya Street, Baoarry Alaamab.
7. Offers must be clean & clear. The vendor should sign and stamp next to handwritten corrections or corrections made with whiteout.
8. Offers must be complete from all sides, signed, dated, and stamped on all pages.
9. Please note that ADD will sign a long-term contract with the selected supplier, based on unit prices, while actual quantities will be determined through purchase orders that will be issued later with awarded vendor(s) per ADD actual needs

Delivery Instructions:

Complete and stamped and signed offer can be submitted by email to [add-tender@addorg.org](mailto:add-tender@addorg.org)

- 1- as PDF file. Email must indicate the number of tenders which is (ADD-KRT-RFQ-00122.FY22) or the offer will be excluded. The file should not exceed 15 MBs and the company biography should not exceed 10 pages.
- 2- Complete and stamped and signed offer must be delivered in sealed envelope with tender number on (ADD-KRT-RFQ-00122.FY22) to ADD Sudan office located in House No 156, Block No 9 Kabary Almanashya Street, Baoarry Alaamab. Bids may also be submitted to ADD office in Khartou

(Attached 1)



ADD Q Request  
1.doc

Contact us:

Website:

[www.addorg.org](http://www.addorg.org)