



**Invitation to Tender (ITT) for the supply of
Building Tools in Gadarif State-Tunaidba Camp under a [ITT] REF: [2023-03-01-01}**

Muslim Aid is completely against fraud, bribery and corruption

Muslim Aid does not ask for money for offers. If approached for money or other favours, or if you have any suspicions of attempted fraud, bribery or corruption please report immediately to email whistleblowing@muslimaid.org

Please provide as much detail as possible with any reports

1 ABOUT MUSLIM AID

Muslim Aid is an international faith based humanitarian agency, currently operating in 17 countries worldwide, dedicated to alleviating the suffering of the marginalized and the poorest in the world. We are a non-denominational, non-governmental and non-political organisation. For more information on Muslim Aid and its operations please visit www.muslimaid.org.

2 PROPOSED TIMELINES

Line	Item	Date
1	ITT published	12/01/2023
2	Closing date for clarifications ¹	16/01/2023
3	Closing date and time for receipt of Tenders	19/01/2023
4	Tender Opening Location	Muslim Aid Country Office
5	Tender Opening Date and time	22/01/2023

3 OVERVIEW OF REQUIREMENTS

3.1 SERVICE OR SUPPLY SPECIFICATION

Muslim Aid invites prospective suppliers to submit tenders for **supply of**

Building Tools in Gadarif State Tunaidba camp the technical parameters must meet or exceed minimum specification requirements outlined.

3.2 THE SERVICE BEING OFFERED MUST BE IN LINE WITH THE FOLLOWING REQUIREMENTS

As per the attached specifications

3.3 EXECUTIVE SUMMARY OF PROPOSAL

The executive summary of your proposal must be concise, precise and less than two pages long. It must summarise how you will approach and execute this service contract from a management and logistical perspective.

3.4 ADDED VALUE FEATURES

Give details of any additional services or functionality may enhance your proposal (limit to 1 page)

4 TERMS OF THE PROCUREMENT

4.1 PROCUREMENT PROCESS

4.1.1 This competition is being conducted under Muslim Aid's [Open National tender]² Procedure.

4.1.2 The Contracting Authority for this procurement is Muslim Aid

4.1.3 This procurement is funded by [Muslim Aid Charity] and the tender and any contracts or agreements that may arise from it are bound by the regulations of those donors.

4.2 CLARIFICATIONS AND QUERY HANDLING

4.2.1 Muslim Aid has taken care to be as clear as possible in the language and terms it has used in compiling this ITT. Where any ambiguity or confusion arises, from the meaning or interpretation of any word or term used in this document or any other document, relating to this tender, the meaning and interpretation attributed to that word or term by Muslim Aid will be final. Muslim Aid will not accept responsibility for any misunderstanding of this document or any others relating to this tender.

4.2.2 Requests for additional information or clarifications can be made up the deadline noted in section 2 above, and no later. Any queries about this ITT should be addressed in writing to Muslim Aid via email on Yassir.Ahmed@muslimaid.org³ and answers shall be collated and shared with all bidders

4.3 CONDITIONS OF TENDER SUBMISSION

4.3.1 Tenders must be completed in English.

4.3.2 Tenders must respond to all requirements set out in this ITT and complete their offer in the Response Format.

4.3.3 Failure to submit tenders in the required format will, in almost all circumstances, result in the rejection of the tender. Failure to resubmit a correctly formatted tender within three (three) working days of such a request will result in disqualification.

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- 4.3.4 Tenderers must disclose all relevant information to ensure that all tenders are fairly and legally evaluated. Additionally, tenderers must provide details of any implications they know or believe their response will have on the successful operation of the contract or on the normal day-to-day operations with Muslim Aid. Any attempt to withhold any information that the tenderer knows to be relevant or to mislead Muslim Aid and/or its evaluation team in any way will result in the disqualification of the tender.
- 4.3.5 Tenders must detail all costs identified in this ITT. Additionally, tenders must detail any other costs whatsoever that could be incurred by Muslim Aid in the usage of services and/or the availing of options that may not be explicitly identified/requested in this ITT. Tenderers' attention is drawn to the fact that, in the event of a Contract/ Framework Agreement being awarded to them, the attempted imposition of undeclared costs will be considered a condition for default.
- 4.3.6 Any conflicts of interest (including any family relations to Muslim Aid staff) involving a tenderer must be fully disclosed to Muslim Aid, particularly, where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer.
- 4.3.7 Muslim Aid will not be liable in respect of any costs incurred by respondents in the preparation and submission of tenders or any associated work effort.
- 4.3.8 Muslim Aid will conduct this tender, including the evaluation of responses and final awards in accordance with the detail set out at in the Evaluation process. At least three designated officers of Muslim Aid will open tenders.
- 4.3.9 Muslim Aid is not bound to accept the lowest, or any tender submitted.
- 4.3.10 Muslim Aid reserves the right to split the award of this contract between different suppliers in any combination it deems appropriate, at its sole discretion.
- 4.3.11 The Supplier shall seek written approval from Muslim Aid before entering into any sub-contracts for fulfilling this contract. Full details of the proposed subcontracting company and the nature of their services shall be included in the written request for approval. Written requests for approval must be submitted to the contract focal point identified in section **Error! Reference source not found.**
- 4.3.12 Muslim Aid reserves the right to refuse any subcontractor that is proposed by the Supplier.
- 4.3.13 Muslim Aid reserves the right to negotiate with the Supplier who has submitted the lowest Bid that fully meets the technical requirements, for the purpose of seeking revisions of such Bid to enhance its technical aspects and/or to reduce the price.
- 4.3.14 Information supplied by respondents will be treated as contractually binding. However, Muslim Aid reserves the right to seek clarification or verification of any such information.
- 4.3.15 Muslim Aid reserves the right to terminate this competition at any stage.
- 4.3.16 Unsuccessful tenderers will be notified.
- 4.3.17 Muslim Aid's standard payment terms are by bank transfer within 30 days after satisfactory implementation and receipt of documents in order. Satisfactory implementation is decided solely by Muslim Aid.
- 4.3.18 This document is not construed in any way as an offer to contract.

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- 4.3.19 Muslim Aid and all contracted suppliers must act in all its procurement and other activities in full compliance with donor requirements. Any contract(s) that arise from this ITT may be financed by multiple donors and those donors and/or their agents have rights of access to Muslim Aid and/or any of its suppliers or contractors for audit purposes. These donors may also have additional regulations that it is not practical to list here. Submission of an offer under this ITT assumes Service Provider acceptance of these conditions.
- 4.3.20 **Terrorism and Sanctions:** Muslim Aid does not engage in transactions with any terrorist group, individual, or entity involved with or associated with terrorism, individuals, or entities that have active exclusion orders and/or sanctions against them. Muslim Aid shall therefore not knowingly procure goods or services from companies/organizations that are associated in any way with terrorism and/or are the subject of any relevant international exclusion orders and/or sanctions. If you submit an offer based on this request, it shall constitute a guarantee that neither your company/organization nor any affiliate or a subsidiary controlled by your company are associated with any known terrorist group or is/are the subject of any relevant international exclusion order and/or sanctions. A contract clause confirming this may be included in an eventual purchase order based on this request.

4.4 QUALITY CONTROL

Muslim Aid may contract 3rd party companies/organization to carry out random quality inspections of work carried out by the contracted supplier. Muslim Aid will bear such cost.

In cases of supplier's quality default in addition to Liquidated Damages section 21 of Muslim Aid Standard Terms and Conditions the costs of the quality inspections and loading surveyor will be charged to the supplier.

Sub-contracting: note section II in Muslim Aid Standard Terms and Conditions⁴. Muslim Aid may choose to visit suppliers, including sub-contractors (if any) as per of the evaluation process.

4.5 SUBMISSION OF TENDERS

Tenders must be delivered in the following way:

1. By hand with your financial and technical offers in separate envelopes⁵ and in the envelope cover state:
 - a) **supply of Building Tools in Gadarif Tunaidba Camp under a [ITT] REF: [2023-03-01-01]**
 - b) **Name of your company/organization**
2. *before the deadline [19/01/2023] by the tender committee' with your financial and technical offers inside in two separate envelopes marked as Financial Offer and Technical Offer to the Private Tender Box c/o [MASCO Khartoum – Al Taif | Off Alna Kheil/Al Salam St – Block 22 – House 400]. Envelopes may be sent through postal or courier services or delivered by hand; and will be accepted during normal working hours for the country of submission. Please note that the Muslim Aid office will not be open during weekends or public holidays.*

Proof of sending is not proof of reception. Late delivery will result in your bid being rejected. Envelopes found open at the tender opening would be rejected. All information provided must be perfectly legible.

4.6 TENDER OPENING MEETING⁶

Tenders will be opened at on [22/01/2023 at the following location:

[MASCO Khartoum – Al Taif | Off Alna Kheil/Al Salam St – Block 22 – House 400].

One **authorised representative** of each tenderer may attend the opening of the bids. Companies/organizations wishing to attend are requested to notify their intention by sending an e-mail at least 48 hours in advance to the following e-mail address: MASCO Khartoum – Al Taif | Off Alna Kheil/Al Salam St – Block 22 – House 400]. This notification must be signed by an authorised officer of the tenderer and specify the name of the person who will attend the opening of the bids on the tenderer's behalf.

Suppliers are invited to attend the Tender Opening Meeting at their own cost.

5 EVALUATION PROCESS

5.1 EVALUATION STAGES

Tenderers will be considered for participation in the Contract subject to the following qualification process:

Phase #	Evaluation Process Stage	The basic requirements with which proposals must comply with
<i>The first phase of evaluation of the responses will determine whether the tender has been submitted in line with the administrative instructions and meets the essential criteria. Only those tenders meeting the essential criteria will go forward to the second phase of the evaluation.</i>		
1	Administrative instructions	<p>1. Closing Date: Proposals must have met the deadline stated in section 2 of these Instructions to Tenderers, or such revised deadline as may be notified to Tenderers by Muslim Aid. Tenderers must note that Muslim Aid is prohibited from accepting any proposals after that deadline.</p> <p>2. Submission Method: Proposals must be delivered in the method specified in section 5.5 of this document. Muslim Aid will not accept responsibility for tenders delivered by any other method. Responses delivered in any other method may be rejected.</p> <p>3. Format and Structure of the Proposals: Proposals must conform to the Response Format laid out in sections 7 and 8 of these Instructions to Tenderers or such revised format and structure as may be notified to Tenderers by Muslim Aid.</p>

⁶ For countries with security/access concerns, or where opening will be at HQ level. substitute the following phrase: If you wish to attend the Tender Opening meeting then you must submit a separate email or envelope marked with the above reference and 'Tender Opening Attendance' containing the details of your representative and their contact details. Please be aware the opening meeting may be in Muslim Aid HQ in London. This notification will be advertised on the Muslim Aid tenders web page www.muslimaid.org/tenders

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		<p><u>Failure to comply with the prescribed format and structure may result in your response being rejected at this stage.</u></p> <p>4. Confirmation of validity of your proposal: The Tenderers must confirm that the period of validity of their proposal is not less than 30 (Thirty) days.</p>
2	Essential Criteria	<p>Minimum mandatory requirements of specifications or contract performance.</p> <p>Evidence of registration in Sudan –Certificate of Business Registration.</p> <ul style="list-style-type: none"> - Tax Identification Number (TIN)/Value Added Tax (VAT) Registration Certificate, whichever is applicable. - Valid Tax Clearance Certificate. - Completed Tender Documents, Bidders Response Form & Bill of Quantities (RFQ) description of items – all documents signed and stamped. - Compliance to MA Terms and conditions -IAPG Guidelines for Suppliers
<p><i>The second stage of the evaluation will involve an assessment of the Tenderer’s personal and legal circumstances, economic and financial standing, to fulfil the obligations of the contract</i></p>		
3	Award Criteria (Capability & Commercial)	<p>In-depth review of financial accounts and other documents submitted; tenderer is judged to have requisite financial stability.</p> <p>Tenders will be awarded marks under each of the award criteria listed in this section to determine the most economically advantageous tenders.</p> <ol style="list-style-type: none"> 1. Commercial 2. Capability As per tender <p>1- Lead Time</p> <p>2- Relevant Work Experience (Past experience, please attach copy of past contracts or Work)</p> <p>3-Financial Health:</p> <ul style="list-style-type: none"> A-Tax cleared certificates for the last year. B-Turn over for the last year and balance. <p>Review of the quality and content of the technical offer further to minimum requirements met</p>
5	Post selection	<p>References and other checks are found to be clear and quality is assessed.</p>

5.2 TENDER EVALUATION

Muslim Aid will convene an evaluation team which may include members of the Finance, Procurement, Programmes, Donor Compliance and Internal Audit, as well as 3rd Party technical input.

During the evaluation period, clarifications may be sought by e-mail from Tenderers. Clarifications may include testimonials from customers in support of particular aspects of a tender, whether such aspects are contained in the original submission or in subsequent responses to requests for clarification. Deadlines will be imposed for the receipt of such clarifications and failure to meet these deadlines may result in the disqualification of the Tender or loss of marks. Responses to requests for clarification shall

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not materially change any of the elements of the proposals submitted. Unsolicited communications from Tenderers will not be entertained during the evaluation period.

5.3 AWARD CRITERIA

All prices must be in [SDG] and a comprehensive and clear breakdown of prices must be shown as part of the financial offer – any transport fees, taxes, customs charges, component parts, packing fees etc. must be shown separately.

Prices offered will be evaluated on full cost basis (including all fees and taxes). During the analysis of offers.

Marks for cost will be awarded on the inverse proportion principle (shown below):

$$\text{Score}_{\text{supplier}} = 80 \times (\text{price}_{\text{min}} / \text{price}_{\text{supplier}})$$

Scores for the Financial Offer will be calculated by comprising maximum available marks (maximum Score) by inverse proportion: Offered by Tenderer price divided by the minimum price offered in this Tender.

No	Qualitative award criteria	Weighting (maximum points)
1.	Capability:	
	Lead Times	10
	Experience	5
	Finacial Health	5
2.	Price	80
Total number of points		100

6 RESPONSE FORMAT

6.1 INTRODUCTION

All proposals must conform to the response format laid out below. Where a tender does not conform to the required format the Tenderer may be requested to resubmit it in the correct format, on the understanding that the resubmission cannot contain any material change from the original. Failure to resubmit in the correct format within three (3) working days may result in disqualification.

By responding to this ITT, each Tenderer is required to accept the terms and conditions of this ITT and to acknowledge and confirm their acceptance by returning a signed copy with its response. Should a

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Tenderer not comply with these requirements, Muslim Aid may, at their sole discretion, reject the response.

If the Tenderer wishes to supplement their Response to any section of the ITT specifications with a reference to further supporting material, this reference must be clearly identified, including section and page number.

6.2 SUBMISSION CHECKLIST

Line	Item	How to submit		Tick attached
		Electronic submission	Physical submission	
1	This checklist	N/A	Tick and submit.	
2	Company Details (appendix 1)	N/A	Complete, sign, stamp and submit.	
3	Technical Offer	N/A	Complete, sign, stamp and submit.	
4	Financial Offer	N/A	Complete, sign, stamp and submit.	
5	Muslim Aid Terms and Conditions	N/A	Sign, stamp and submit.	
6	Copies of the last financial years' AUDITED financial accounts, including details of profit and loss and cash flow. These must be audited by an external independent party (either a company or an Independent Accountant) <small>Error! Bookmark not defined.</small>	N/A	Submit copies of audited accounts.	
7	Self-declaration of finance and tax	N/A	Complete, sign, stamp and submit.	

Appendix 1 - Company details

1 CONTACT DETAILS

This section must include the following information regarding the Individual or Company and any partners or sub-contractors:

Name of the prime Tenderer		
Registered address of the prime Tenderer		
Company Name		
Address		
Previous Name(s) if applicable		
Registered Address if different from above		
Registration Number		
Telephone		
E-mail address		
Website address		
Year Established		
Legal Form. Tick the relevant box	<input type="checkbox"/> Company <input type="checkbox"/> Partnership	<input type="checkbox"/> Joint Venture <input type="checkbox"/> Other (specify):
VAT/TVA/Tax Registration Number		
Directors names and titles and any other key personnel		
Please state name of any other persons/organisations (except tenderer) who will benefit from this contract (Muslim Aid compliance matter)		
Parent company		
Ownership		
Do you have associated companies? Tick relevant box. If YES – provide details for each company in the form of additional table as per Contact Details	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Primary Contact	Secondary Contact
Name		
Current Position in the Organisation:		
No. of years working with the Organisation:		
Email address		
Telephone		
Mobile		
Other Relevant Skills:		
Institution (Date from – to)		
Degrees or Diplomas		

1.1 PROFESSIONAL OR CORPORATE MEMBERSHIPS

These are with external professional bodies that your company is registered with (please note this is not the company/ business registration details). Please attach copies of any relevant certificates or memberships and use more lines if necessary:

No	Name of the body	Year of registration	Membership Number
1			
2			
3			
4			

1.2 PROFILE

Tenderers should note that the information requested below would be required under the Essential Criteria. In total, the answers to these questions should take no more than two pages

No	Description	Response		
1	An outline of the scope of business activities, and in particular details of relevant experience regarding contracts of this nature			
2	Provide details of two contracts of a similar nature carried out in the last two years (please state customer name, delivery location, value of contract, and dates)			
3	The number of years the Tenderer has been in business in its present form			
4	A statement of overall turnover and turnover in respect to the goods and services offered under the proposed agreement for the last three years as per the following table:	Year	Overall Turnover USD	Offered Goods Turnover USD
		2022		
5	Where the Supplier proposes to use subcontractors or resellers/ distributors in the execution of the agreement this section should include details of the quality assurance mechanisms used by the Supplier to monitor the activities of its subcontractors or resellers/ distributors. Suppliers should note that commitment to quality, as evidenced by the existence of such quality control procedures, will be used as a Qualification Criteria			
6	Any other relevant information			

1.3 REFERENCES

At least 2 (two) relevant references who may be contacted on a confidential basis to verify satisfactory execution of contracts must be supplied. These references may not be Muslim Aid personnel or related to a Muslim Aid contract. Respondents should supply this information for each of the references in the following format:

1	Name	
	Organisation	
	Address	
	Phone	
	Fax	
	Email	
	Nature of supply	
	Approximate value of contract	
2	Name	
	Organisation	
	Address	
	Phone	
	Fax	
	Email	
	Nature of supply	
	Approximate value of contract	
3	Name	
	Organisation	
	Address	
	Phone	
	Fax	
	Email	
	Nature of supply	
	Approximate value of contract	
4	Name	
	Organisation	
	Address	
	Phone	
	Fax	
	Email	
	Nature of supply	
	Approximate value of contract	

2 DECLARATION RE PERSONAL AND LEGAL CIRCUMSTANCES

THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE TENDERERS' ORGANISATION. Please tick Yes or No as appropriate to the following statements relating to the current status of your organisation		Yes	No
1	The Tenderer is bankrupt or is being wound up or its affairs are being administered by the court or has entered into an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations		
2	The Tenderer is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations		
3	The Tenderer, a Director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata or been guilty of grave professional misconduct in the course of their business		
4	The Tenderer has not fulfilled its obligations relating to the payment of taxes or social security contributions in Ireland or any other State in which the tenderer is located		
5	The Tenderer, a Director or Partner has been found guilty of fraud		
6	The Tenderer, a Director or Partner has been found guilty of money laundering		
7	The Tenderer, a Director or Partner has been found guilty of corruption		
8	The Tenderer, a Director or Partner has been convicted of being a member of a criminal organisation		
9	The Tenderer has been guilty of serious misrepresentation in providing information to a public buying agency		
10	The Tenderer has contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application		
11	The Tenderer has colluded between themselves and other bidders (a bidding ring), and/or the Tenderer has had improper contact or discussions with any member of Muslim Aid staff and/or members of their family		
12	The Tenderer is fully compliant with the minimum terms and conditions of the Employment Law and with all other relevant employment legislation, as well as all relevant Health & Safety Regulations in the countries of registration and operations		
13	The Tenderer has procedures in place to ensure that subcontractors, if any are used for this contract, apply the same standards.		
14	Consistent with numerous United Nations Security Council resolutions including S/RES/1269 (1999), S/RES/1368 (2001) and S/RES/1373 (2001), Muslim Aid is firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. It is the policy of Muslim Aid to seek to ensure that none of its funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism. In accordance with this policy, the Tenderer undertakes to use all reasonable efforts to ensure that it does not provide support to individuals or entities associated with terrorism.		
I certify that the information provided above is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in future tenders.			
Date			
Name			
Position			
Telephone number			
Signature and full name			

3 SELF-DECLARATION OF FINANCE AND TAX

1. Turnover history

Turnover figures entered into the table must be the total sales value before any deductions
'Turnover of related products' is for companies that provide items or services in multiple sectors. Please enter information on turnover of items or services that are similar in nature to the items or services requested under this tender.

Trading year	Total turnover	Turnover of related products
2022		

Include a short narrative below to explain any trends year to year

3. Muslim Aid operates within the law of the country of operation and within international legal requirements. Muslim Aid expects all companies to fulfil their legal obligations, including meeting their tax liabilities and duties in accordance with the relevant tax legislation. Please comment below if you feel there are any matters you need to bring to Muslim Aid attention.

Please continue on a separate sheet if necessary.

I certify that the information provided above is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in future tenders.

Signed: (Director) _____

Date: _____

Print Name: _____

Company Name: _____

Address: _____

APPENDIX 2 - TECHNICAL OFFER

APPENDIX 3 - FINANCIAL OFFER

APPENDIX 4 - MUSLIM AID TERMS AND CONDITIONS
