

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 bids for the provision of car hire services for its office located at: House Number 12 Block 9H, Street 27, Amarat. Khartoum, Sudan from your company/business firm/individual. The aim of this bidding process is to engage service providers or individual car owners with a framework agreement to provide SW with transportation services for a period of one-two years.

Bid reference Number	SW-2023-BID-FA-002
Date RFQ sent out:	22 nd February 2023
Closing Date:	05 th March 2023 extended to 09th March 2023 and corrected below
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):	01 st April 2023
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;

Se;	Item Description	Unit	QTY	Currency	Unit price
1	Sedan Vehicle hire per day (8 hours) including fuel and driver (within Khartoum, Omdurman and Khartoum Bahri cities only).	Day	1		
	Overtime cost per hour	Hour	1		
2	Sedan Vehicle hire per day (24 hours) including fuel and driver (within Khartoum, Omdurman and Khartoum Bahri cities only).	Day	1		
3	3 SUV vehicle hire per day (8 hours) including fuel and driver (within Khartoum, Omdurman and Khartoum Bahri cities only).	Day	1		
	Overtime cost per hour	Hour	1		
4	4 SUV vehicle hire per day (24 hours) including fuel and driver (within Khartoum, Omdurman and Khartoum Bahri cities only).	Day	1		
	5 4x4 vehicle hire per day (24 hours) for interstate travel.				

***** Bidders are welcomed to visit SW office for enquiries from 10am-3:30pm Sunday – Thursday. Or email their enquiries to: melkhalifa@saferworld.org.uk**

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 and individual car owners are invited to submit their bids which should 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.
- The quoted price/fees should be inclusive of all applicable taxes
- 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 vehicle should be equipped with safety equipment such as first aid kit, spare tyres.
- The vehicle should be roadworthy with good tyres, lights, breaks, etc.

Selection criteria: Price, Proof of ownership or delegated authority, valid insurance and registration, ability to provide the service in short notice.

Deadline: The closing date for the submission of the bid document is the **09th March 2023 at 04pm Sudan local time.**

Contact the following address for further information: Operations department of Saferworld, House Number 12 Block 9H, Street 27, Amarat. Khartoum, Sudan

Evaluation criteria: Delivery lead-time, price offered and experience/specialization in related field of works.

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