



Request for Quotation (RFQ)

Provision of Seeds for localities within White Nile, Kassala, and South Kordofan States

RFQ Number: SASAS/WN/SKS/KS/ PR1014851

Project: SASAS

From: Near East Foundation

Address: Kassala State

Date: May, 2024

Summary:

The Near East Foundation (NEF) / Sudan office is seeking qualified offers for the above-mentioned supply. Individual/Firm/Institution is kindly invited to submit your best and final Bids for the requested items. Your bid could form the basis for a contract between your Individual/Firm/Institution and the Near East Foundation.

To enable you to submit the bid, please find enclosed:

1. Annex I: TOR Terms of Reference containing a description of NEF requirements for which these services are being sought;
2. Annex II: BOQ and location. **(THREE LOTS)**
3. Annex III: bid Submission Form, to be completed and returned with your bid

This letter is not to be construed in any way as an offer to contract with you as Individual/Firm/Institution.

Manner of Submission

1. Your bid shall be prepared in the English language.
2. Your bid shall comprise the following documents:
 - a. **A copy of this RFQ, printed, signed, dated, and stamped.**
 - b. **Total price including, if applicable, delivery cost and/or tax (e.g. VAT)**



- c. **Bid submission form.**
 - d. **Company profile including past performance with similar works completed inside Sudan.**
 - e. **Copy of your registrations(s) (Ministry of Agriculture).**
 - f. **Detailed specifications**
 - g. **Provide more than one options if available.**
 - h. **Provide validity of the bid and warranty (if applicable).**
 - i. **Place of manufacture and country of origin for goods.**
 - j. **Delivery date**
 - k. **Supplier can quote for only one location, or all three locations**
3. **You are restricted to quote in SDG only.**
4. Your bid shall be prepared in PDF format fully signed and stamped; the bid shall be sent via email to procurementsudan@neareast.org before the set deadline.
- Subject Line: **Provision of Seeds for localities within White Nile, Kassala, and South Kordofan States**
- In the body of the email please indicate your company's official name and full address.**
5. All pages of the bid must be signed by the duly authorized manager and stamped with the business stamp.
 6. Bid must be received by NEF at the above email address on or before **16th May 2024, 11:59 PM Sudan time**. Any bid received after this date may be rejected. NEF may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective proposers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by NEF at its own initiative or in response to a clarification requested by a prospective proposer.
 7. You are requested to hold your bid valid for **30 days** from the deadline for submission. NEF will make its best effort to select Individual/firm/institution within this period.
 8. The contract will be fixed price contract covering all works related to the delivery of and installation of equipment in the set locations.
 9. **ALL SEEDS WILL BE SUBJECT TO GERMINATION TEST**
 10. **PURITY OF SEEDS SHOUL BE ABOVE 95%**



11. Please note that the cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.
12. Any requests for clarification should be referred to the email address set above in writing and before the deadline to submit bids. Any written reply to a particular question may be copied to all other invited firms/institutions, at the discretion of NEF.
13. Near East Foundation is not committed to award based on the lowest bids.
14. All suppliers doing business with NEF should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labor, and give fair working conditions to their staff. NEF reserves the right to reject quotations provided by suppliers not meeting these standards. Vendors doing business with NEF will be screened on anti-corruption due diligence before confirming an order or contract.
15. The service provider will be responsible to supply certified seeds as per specifications laid out within this document.
16. Seeds that do not meet technical requirements, will be rejected by the NEF Agriculture specialist or committee.
17. It is Mandatory for the Service provider to be present during the seed's delivery to NEF Locations
18. All delivered seeds will be received and checked by a team from NEF and agriculture expert.
19. Seeds must be delivered within a time specified in the CONTRACT with NEF and service provider.
20. Refusal of any seeds of that was not applying to technical specification identify.
21. Service provider will be liable to consider and accept any changes based on observations of NEF team.



22. This document consists of **THREE LOTS**

Selection Process

Proposed Schedule

09/05/24	RFP issued
12/05/24	Questions concerning RFP and project emailed to procurementsudan@neareast.org no later than 5:00pm CAT.
12/05/24	Answers to questions will be made available to all offerors.
16/05/24	Proposals are due no later than [16th May 2024]. <i>Late submissions may not be accepted.</i>
20/05/24	Notification to selected offeror
25/05/24	Estimated project commencement date

The NEF Selection Committee will review all proposals received on time using the selection criteria established in this RFP based on the best value offered to NEF. The Selection Committee reserves the right to reject any or all proposals, in whole or in part, to award multiple contracts, and/or to enter into negotiations with any party, in the best interests of NEF. NEF may cancel this RFP at any time prior to contract award

Selection Criteria

Bids will be evaluated as follows:

Evaluation criteria	Corresponding Submission Requirement	Weight
Valid Registration certificates	All Valid certificates related to Agriculture seeds	35%
Specific Expertise	Past Experiences	10%
Timeframe of Implementation	Detailed timeframe of number of days required to deliver the items to the	25%



	set locations	
Total Cost	Detailed cost proposal	30%

ANNEX I: TERMS OF REFERENCES

A. Purpose and Scope of Assignment

The Near East Foundation Sudan office is seeking qualified bidder to complete **Provision of Seeds for localities within White Nile, Kassala, and South Kordofan States**. NEF desires to enter into a firm fixed price contract for installation, with the scope outlined in the attached BOQ and the list of locations. Any change to the scope/ cost or time of completion should be in writing and after both parties review the reason for the change and the impact on the above factors and additional works must not start before final approvals by both parties in writing on the proposed changes.

B. The contractor shall complete all the works, clear and clean the site of any debris, conduct all required tests within the period of performance of the contract, any delay that is not under an approved change order by both parties will subject the contractor to delay penalties (1% of the contract value per day up to 15 days after which NEF has the right to terminate the contract).

C. Service Standards

The Contractor shall, conduct the tests under supervision from NEF point of contact in the field, and submit a formal notification of completion to initiate the final inspection / approval stage. NEF will pay only for completed and inspected works after completion and based on the report from NEF supervising staff.

D. Quality Control for the Services

The Contractor shall establish and operate to monitor on a regular and continual basis the quality of works provided to NEF, the contractor must share and implement its own quality control process with the supervising NEF staff.

NEF reserves the right to conduct its own quality control inspection any time during the contract period.

The Contractor warrants that all personnel assigned to handle NEF works shall have a strong experience and the capacity to complete the works at the highest quality possible.

NEF will coordinate regular monitoring of the work jointly with ministry of agriculture who will be part of the final inspection and acceptance of the work.



E. Scope of work:

ANNEX II: Seeds BOQ

Provision of Seeds for localities within White Nile, Kassala, and South Kordofan States

LOT 1: SUPPLY OF SEEDS FOR WHITE NILE STATE (AL-SALAM AND AL-GABALIEN LOCALITIES)

SN	Items	QTY	Units	Unit Cost	Total Cost	Specification
1	Sorghum seeds Al Salam	9,020	KG			Sorghum (Wad-ahmed, Tabat, Arfaa-Gadamak) packed in printed bags of 20kg with the NEF and donor logo
2	Sorghum seeds Al Gabalain	8,900	KG			
3	Sessame seeds Al Salam	4,510	KG			Provision of Sesame seeds good quality and climate adaptive, packed in 10kg bags, printed with NEF and donor logo
4	Sessame seeds Al Gabalain	4,450	KG			
5	Ground nuts seeds Al Salam	1,125	KG			Provision of Ground nuts seeds Nagawa (HPS), Sodary, Ghbaish varieties, packed in bag of 45kg printed with the NEF and the donor logo
6	Ground nuts seeds Al Gabalain	1,125	KG			
GRAND TOTAL						

LOT 1: SUPPLY OF SEEDS FOR KASSALA KHAHM EL GIRBA & NEW HALFA LOCALITIES)

SN	Items	QTY	Units	Unit Cost	Total Cost	Specification
1	Sorghum seeds Khasm el Ghibba	9,020	KG			Sorghum (Wad-ahmed, Tabat, Arfaa-Gadamak) packed in printed bags of 20kg with the NEF and donor logo
2	Sorghum seeds New Halfa	8,900	KG			



3	Sessame seeds Khasm el Ghirbba	4,510	KG			Provision of Sesame seeds good quality and climate adaptive, packed in 10kg bags, printed with NEF and donor logo
4	Sessame seeds New Halfa	4,450	KG			
5	Ground nuts seeds New Halfa	1,125	KG			Provision of Ground nuts seeds Nagawa (HPS), Sodary, Ghbaish varieties, packed in bag of 45kg printed with the NEF and the donor logo
6	Ground nuts seeds Khashm el Ghirbba	1,125	KG			
GRAND TOTAL						

**LOT 1: SUPPLY OF SEEDS FOR SOUTH KORDOFAN STATE (ALABBASIA AND
ABUJIEBHA LOCALITIES)**

SN	Items	QTY	Units	Unit Cost	Total Cost	Specification
1	Sorghum seeds Abu Jubayhah	4,120	KG			Sorghum (Wad-ahmed, Tabat, Arfaa-Gadamak) packed in printed bags of 20kg with the NEF and donor logo
2	Sorghum seeds Al Abassyia	4,120	KG			
3	Sessame seeds Abu Jubayhah	2,060	KG			Provision of Sesame seeds good quality and climate adaptive, packed in 10kg bags, printed with NEF and donor logo
4	Sessame seeds Al Abassyia	2,060	KG			
5	Ground nuts seeds Abu Jubayhah	1,125	KG			Provision of Ground nuts seeds Nagawa (HPS), Sodary, Ghbaish varieties, packed in bag of 45kg printed with the NEF and the donor logo
GRAND TOTAL						



ANNEX III: BID SUBMISSION FORM

Ref: **SASAS/WN/SKS/KS/ PR1014851**

Provision of Seeds for localities within White Nile, Kassala, and South Kordofan States

TO: Near East Foundation

Dear Sir/Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Price Component attached herewith and made part of this bid.

We undertake, if our bid is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated. We understand that you are not bound to accept any bid you may receive and that a binding contract would result only after final bid analysis are concluded.

Priced BOQ:

(Insert your detailed BOQ based on the design proposed and the location of work).

Turnaround Time

_____ Days after signing the contract by both parties.

Dated _____

Signature _____

Validity of the offer: _____ Days

Duly authorized to sign bid for and on behalf of:



Contractor Information

Information about the company/ business

معلومات عن الشركة / النشاط التجاري

	Name of the company/ organization/ service provider as mention in the registration documents
	Address (road, city, state, country)

Please attach: A copy of the registration papers (Key individuals Information: like the general manager, finance manager, board of directors (in case of more than one key individual exist, then each one of them should fill the form separately).

	Name in English as in the ID or Passport
	Place of birth: Country / City
	Date of birth
	Nationality of the person

Please attach a copy of Personal ID or the Passport