

Request for Tenders

Saferworld (SFW) 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 **proposals** for the **PROVISION OF AIR TICKETING SERVICES ON “AS AND WHEN REQUIRED”- BASIS (FRAMEWORK AGREEMENT)**. The aim of this bidding process is to engage service providers a framework agreement for 1 year for the provision of the services upon SFW request.

RFT number: SFW-SDN-BID-2024-002

Bid reference Number	SW-2023-BID-002
Date RFT sent out:	3 rd July 2024
Contract Duratin	One year
Payment terms	100% after the flight date.

Applications from reputable, duly registered companies/providers are welcomed for the following items;

Number	Item Description
<u>SFW-SDN-BID-2024-002</u>	Purchase International and domestic commercial flights air tickets for Saferworld (SW) upon request.

Submission of offers: The bid document should be submitted electronically to the following email address: sudantender@saferworld-global.org Email subject bears the RTF reference number.

Terms and conditions:

- Interested vendors are invited to submit their expression of interest which must include;
 - The company profile with proven experience in the relevant field and names of senior staff, phone contacts and email addresses.
 - Company’s registration certificate, and Tax clearance certificate
 - Company’s contact details (Address, Telephone, Email)
 - Proof of past performance with contact Address (current and previous clients)
 - 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.
 - List of current clients
- Vendors are to indicate the following information along with their bid:
 - Currency, Payment method and modality in addition to bank details.
 - Response time to SFW request.
 - Bid documents should be stamped using the company stamp.
 - Other services that the company may provide ex; visa.

- Validity of the offer.
- Bidders should also indicate their interest percentage (profit).
- The tickets prices should be inclusive of all applicable taxes – same as airlines prices with no additional costs.
- The selected company will provide SW with an opportunity to make wise decision on best airline to travel by giving wide range of airline booking to choose from.
- The selected company/firm will Provide speedy response to SW requests and queries.

For enquiries: melkhalifa@saferworld-global.org

Deadline: The closing date for the submission of the bid document is the **18th July 2024 - 04pm Sudan local time.**

Evaluation criteria: *bidders who are registered and passed the administrative criteria's will be evaluated against: lead-time, experience/specialization in related field of services, ability to book flight tickets as per the airline cost with no additional charges .*

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