



Request for Quotation (RFQ)

Provision of Medical Supplies and Equipment to support three mobile clinics in Northern State- Dongola

RFQ Number: UNFPA/WN/PR1017044

Project: UNFPA

From: Near East Foundation

Address: Northern State

Date: October ,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, certified by end users.**
- e. **Copy of your registrations(s) (Ministry of health or medical council). Department of Pharmacy and Toxicology at State Ministry of Health and the Medical Council for permanent registration for medical cadres in case of Medical drugs**
- 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 and installation date**

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 Medical Supplies and Equipment to support three mobile clinics in Northern State- Dongola**

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 **24th October 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. **The date of expiry for drugs MUST not be less than one year**
10. **All drugs MUST be registered in Sudan**
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. This document consists of **THREE LOTS**

Selection Process

Proposed Schedule

22/10/24	RFP issued
23/10/24	Questions concerning RFP and project emailed to procurementsudan@neareast.org no later than 5:00pm CAT.
23/10/24	Answers to questions will be made available to all offerors.
24/10/24	Proposals are due no later than [24th October 2024]. <i>Late submissions may not be accepted.</i>
28/10/24	Notification to selected offeror
30/10/24	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 Medical Supplies	45%
Timeframe of Implementation	Detailed timeframe of number of days required to deliver the items to the set locations	25%
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 Medical Supplies and Equipment to support three mobile clinics in Northern State- Dongola**. 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 provide all original materials and spare parts from the manufacturing company, complete the work, 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 **MoH** who will be part of the final inspection and acceptance of the work.



E. Scope of work:

ANNEX II: Medical Supplies BOQ

**Bill of quantity for Provision of Medical Supplies and Equipment to support
three mobile clinics in Northern State- Dongola**

LOT 2: SUPPLY OF MEDICAL CONSUMABLES AND DEVICES

SN	Items	QTY	Units	Unit Cost	Total Cost
1	Infusing set (500 PCS)	3	Carton		
2	Digital Thermometer, clinical, digital, 32-43 Celsius	12	PCs		
3	Gauze compresses 10x10cm, 12 ply, sterile per 1pce 25 pcs	12	Roll		
4	Cotton	12	Roll		
5	Bandage 10 cm (12 PCS)	12	Deczent		
6	Fac mask	12	Box		
7	Sphygmomanometer	3	PCs		
8	Stethoscope	3	PCs		
9	Examination gloves, latex, pre-powder., disp., small	9	Box		
10	Examination gloves latex,pre-powd,disp, medium	12	Box		
11	Lancet	12	Box		
12	Yellow chepis	6	Box		
13	Safety box	6	Box		



14	Malaria Para (check (RDT) (25 strips)	12	Box		
15	Lab Coats	15	PCs		
16	Urine test strip- MULTISTIX- Multi test (100 PCs)	3	Box		
17	Pregnancy test strips HCG TEST (50 strips)	4	Box		
18	Glass slide 76 X 26 (50 PCs)	5	Box		
19	COVER SLIP 22 x 22 mm (100 Pack/PCs)	25	Box		
20	SPECIMEN CUPS FOR URINE (Urine Collection Cups)	9	PCs		
Sub-Total					
Transportation to mobile clinic within Dongola					
GRAND TOTAL					



ANNEX III: BID SUBMISSION FORM

Ref: UNFPA/KHT/ PR1013401 - Provision of Medical Supplies and Equipment to support three mobile clinics in Northern State- Dongola

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