**Practical Action**

**Kassala Office**

**Request for Quotation**

**SDN26084 – PR 113**

Date: 18/12/2024

**Ref: Request for Quotation- Rehabilitation of Abanded Water Yard in Tahdai Ossais – Talkuk Locality**

Practical Action is an international development organization that puts ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world’s toughest problems, challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. Bringing people together in old collaborations, combining knowledge with innovation to change the systems that keep people poor and vulnerable. We believe in the power of small things to change the big picture.

Practical Action is a global change-making group. The Head Quarter in UK, and registered in Sudan since 1992, working in 3 states, Blue Nile, Kassala and North Darfur.

We would like to request your esteemed company to provide your offer for items as list below:

براكتكال آكشن  منظمة دولية متفردة بإستخدامها أفكارا خلاقة ومبتكرة لتحويل واقع الإنسان في الدول النامية إلى الأفضل، نعمل فى مكاتب إقليمية فى المملكة المتحدة، أفريقيا، آسيا، و أمريكا الاتينية.

بدأت منظمة براكتكال آكشن العمل فى السودان  و تم تسجيلها بصفة مستقلة كمنظمة دولية غير حكومية في العام **١٩٩٢**، للمنظمة مكاتب وبرامج في **ولايات شمال دارفور، كسلا و النيل الازرق**.

 يرغب المدير القطرى لمنظمة براكتكال آكشن السودان من سيادتكم التكرم بمدنا بالاسعار لاعمال مدنيةو توريد مواد لتاهيل محطة مياه قرية تهداي اوسيس بمحلية تلكوك في ولاية كسلا كما موضح ادناه.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Total Price** | **Unit Price** | **Quantities** | **Unit 0f Measuring** | **Description** | **NO** |
|  |  | **1** |  **JOB** | **Rehabilitation of Abanded Water Yard in Tahdai Ossais – Talkuk Locality as per attached bill of quantity & specification.** | **1.** |
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|  |  |  |  |  |  |
|  | **Total** |
|  | **VAT** |
|  | **Total After VAT** |

Delivery Time required to complete service Delivery………………………………………

 **You are kindly requested to concern the below conditions: الرجاء مراعاة الشروط ادناه:**

|  |  |
| --- | --- |
| Price should be in SDG | الأسعار بالفاتورة يجب ان تكون بالجنيه السوداني |
| Please include the VAT% and present Tax delegation letter (if any). | علي المورد تضمين القيمة المضافة لانه ملزم بتوفير الفاتورة النهائية مختومه بختم الضرائب كما يجب على المتقدم ارفاق صورة التسجيل لدى الضرائب وخطاب تكليف الضرائب. |
| Quotations submitted by hand in sealed envelope or via e - mail. | يجب تقديم عروض الأسعار باليد في مظاريف مقفولة او عبر البريد الالكتروني .كما تستبعد اى عروض بعد الموعد المحدد للتسليم.  |
| All items should conform to the quality and quantity required. | يجب ان يكون العرض مطابق للكميات والمواصفات المطلوبة. |
| Practical Action Sudan reserves the right to award all, part or none of the contract for the under listed items at its discretion.  | تحتفظ منظمة براكتكال اكشن بالحق في منح كل أو جزء أو عدم التعاقد للعناصر المدرجة أدناه وفقًا لتقديرها. |
| Practical Action is not obliged to award the contract to the bidder with the lowest price. | منظمة براكتكال آكشن ليست ملزمة بمنح العقد لمقدم العطاء بأقل سعر. |
| All quotations must be stamped and signed by the supplier. | الأسعار يجب ان تكون موقعة ومختومة بختم الجهة المتقدمة. |
| Please be informed that this is request for Quotation and it is not a purchase order. | نرجو التنويه بان هذة الاستمارة لطلب اسعار وليست امر شراء ةعليه الرجاء الالتزام بعدم توريد اى مواد/ بضائع خدمات الا بعد التصادق على امر الشراء او التعاقد. |
| Please indicate the delivery Period on the quotation and validity of the offer. | يرجى الإشارة إلى فترة التسليم على اقتباس وصلاحية العرض. |
| Please indicate payment term (Cheque-transfer). | الرجاء توضيح طريقة الدفع المطلوبة (شيك/ تحويل بنكى) مع ذكر رقم الحساب فى حالة التحويل البنكى. |
| The procurement Committee has the right to reject offer at no justification. | لجنة المشتريات لها الحق في رفض العرض دون مبرر. |
| Computable price with safest, payment term, and less delivery time, in addition to other internal terms, are the selection criteria for our Procurement Committee to take the better decision. | الأسعار المحسوبة بأكثر أمانًا وفترة سداد وأقل وقت التسليم ، بالإضافة إلى الشروط الداخلية الأخرى ، هي معايير الاختيار للجنة المشتريات لدينا لاتخاذ القرار الأفضل. |
| Selected supplier will be required to sign Practical action safeguard policy and Practical Action Terms and Conditions, Selected Supplier is also to fill DD tool and return it to PA. | سيُطلب من المورد الذي تم اختياره التوقيع على سياسات المنظمة الآمنية وشروط وأحكام الإجراءات العملية كما انه ملزم بملء استمارة تقييم الموردين والمتعاقدين ومقدمى الخدمات المرفقة وارجاعها للمنظمة |
| Deadline for submitting your offer Is  **24/12/ 2024**  | الموعد النهائي لتقديم عرض12/2024 /24  |

**Supplier confirmation received of the request:**

|  |  |  |
| --- | --- | --- |
| Supplier Name |  | اسم المورد |
| Current Address |  | العنوان |
| Telephone No. |  | الهاتف |

**RFQ Prepared and Issued by:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Designation | Signature | Date |
| Abdulsalam Mohamed Musa | Procurement Officer | AM | 18/12/2024 |

**Annex 1**

**ACKNOWLEDGMENT**

This to confirmed that I received the Practical Action Safeguarding Policy Arabic version and by Signing this acknowledgment I confirmed that I read it, understand it, and aware of any consequences resulting in breaching the mentioned Policy.

I also received the Terms and Conditions of Practical action, read it and understood it and filled in the DD assessment form.

ارجو ان افيدكم باستلامى لسياسة المنظمة النسخة العربية وبالتوقيع ادناه اقر باننى قد قرات محتواها وفهمت ما يترتب على مخالفة هذه السياسة من اجراءات. كما افيدكم باستلامى لشروط المنظمة وقرات محتواها وفهمت ما فيه استلمت استمارة تقييم الموردين والمتعاقدين ومقدمة الخدمات وقد أكملت الاستمارة ومرفقة مع هذه المستندات.

Name…**………………………………………………………...........................................……………………الاسم**

**Signature…………………………………………………...........................................…….………………. التوقيع**

**Company**…**………………………………………….......................................................……………..الشركة**

**Stamp**: **الختم...........................................................................................................................**

**Date**…**………………………………………………….........................................................……………..التاريخ**

**Annex: 2**

**Practical Action Terms and Conditions for Supply, Service and Works Contracts**

1. **LEGAL STATUS**

The Vendor shall be considered as having the legal status of an independent contractor vis-à-vis PA.

 The Vendor, its personnel and subcontractors shall not be considered in any respect as being the employees of PA.

 The Vendor shall be fully responsible for all work and services performed by its employees, and for all acts and omissions of such employees.

1. **SUB-CONTRACTING**

In the event the Vendor requires the services of a sub-contractor, the Vendor shall obtain the prior written approval of PA for all sub-contractors. The Vendor shall be fully responsible for all work and services performed by its subcontractors and vendors, and for all acts and omissions of such subcontractors and vendors. The approval of the PA of a subcontractor shall not relieve the Vendor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

1. **OBLIGATIONS**

The Vendor shall neither seek nor accept instructions from any authority external to the PA. Vendors may not communicate at any time to any other person, government or authority external to PA any information known to them by reason of their association with PA which has not been made public, except in the course of their duties or by authorization of the PA: nor shall Vendors at any time use such information to private advantage. These obligations do not lapse upon termination/expiration of their agreement with PA.

1. **ACCEPTANCE AND ACKNOWLEDGEMENT**

Initiation of performance under this contract by the vendor shall constitute acceptance of the contract, including all terms and conditions herein contained or otherwise incorporated by reference.

1. **WARRANTY**

The Vendor warrants the goods furnished under this Contract to conform to the specifications and to be free from damage and defects in workmanship or materials. This warranty is without prejudice to any further guarantees that the Vendor provides to purchasers. Such guarantees shall apply to the goods subject to this Contract.

1. **INSPECTION**

The duly accredited representatives of PA shall have the right to inspect the goods called for under this Contract at Vendor’s stores, during manufacture, in the ports or places of shipment, and the Vendor shall provide all facilitates for such inspection. PA may issue a written waiver of inspection at its discretion. Any inspection carried out by representatives of PA, or any waiver thereof shall not prejudice the implementation of the other relevant provisions of this Contract concerning obligations subscribed by the Vendor, such as warranty or specifications.

1. **EXPORT LICENCE**

The Contract is subject to the obtaining of any governmental authorization that may be required. It shall be the responsibility of the Vendor to obtain such a license or authorization. PA may, at its discretion, use its best endeavors to assist.

1. **OFFICIALS NOT TO BENEFIT**

The Vendor represents and warrants that no official of PA has been, or shall be, offered by the Vendor any direct or indirect benefit arising from this Contract or the award thereof. The Vendor agrees that breach of this provision is breach of an essential term of this Contract.

1. **DEFAULT**

In case of default by the Vendor, including, but not limited to, failure or refusal to make deliveries within the limit specified, PA may procure the goods or services from other sources, and hold the Vendor responsible for any excess cost occasioned thereby. Furthermore, the PA may, by written notice, terminate the right of the Vendor to proceed with deliveries or such part or parts thereof as to which there has been default.

1. **REJECTION**

In the case of goods or services purchased based on specifications or scope of works, PA shall have the right to reject the goods or services or any part thereof if they do not conform to specifications or the scope of works.

**AMENDMENTS**

No change in or modification of this Contract shall be made except by prior agreement between the Responsible Buyer in PA in Sudan and the Vendor.

1. **ASSIGNMENTS**

The Vendor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof or of any of the Vendor’s rights, claims or obligations under this Contract except with the prior written consent of PA.

Annex 3

**ADDENDUM TO PARTNER AGREEMENT**

1. **PURPOSE**
	1. This is an Addendum to Agreement No. \_\_\_\_\_\_\_\_\_\_\_\_ concluded between Practical Action and [NAME OF ORGANISATION], the Partner, which came into force on [date of start of agreement].
	2. This Addendum forms an integral part of the Agreement, including all its other terms and conditions.
	3. By signing this Addendum, the Partner agrees to ensure that all its staff, consultants, partners, volunteers and trustee comply with all the terms and conditions included herein and which form part of the original Agreement between Practical Action and the donor and are an integral part of Practical Action’s policies and code of conduct.
2. **PROTECTION OF CHILDREN AND VULNERABLE ADULTS**

Practical Action firmly believes that no person, including children and vulnerable adults, should be subjected to exploitation or abuse at any time. We are committed to ensuring that all our staff, partners, consultants, volunteers and trustees fully always abide by our Policy on the Protection of Children and Vulnerable Adults. Within the Partner, this policy applies to all staff, volunteers, consultants, or sub-partners who are involved with this project in any way.

The Partner commits to:

* 1. Fully integrate the Policy within your organization ensuring that the policy is adopted, and procedures and capabilities are developed to prevent the abuse or exploitation of children and vulnerable adults in your work, implement a clear and effective reporting system for any concerns or incidents of exploitation or abuse and define robust management processes for handling any concerns or incidents, OR
	2. Confirm to Practical Action that you have your own robust policy on the Protection of Children and Vulnerable Adults, AND
	3. Ensure that any concerns or incidents of exploitation and abuse of children and vulnerable adults related to the project funded by this Agreement are reported to Practical Action within 24 hours of your organization becoming aware of them and that Practical Action, as the primary recipient of the award, is regularly informed of all actions taken in the response.

The Partner agrees that it will work with Practical Action to take disciplinary actions and to inform authorities, where appropriate. Depending on the outcomes of investigation, the Partner acknowledges that Practical Action will inform the donor and its regulatory body.

1. **COMPLIANCE WITH THE LAW AND REPORTING OBLIGATIONS**

Practical Action is committed to complying with all relevant laws in the UK and in all the countries where it works as well as with meeting its reporting obligations to relevant national and international bodies, including the Charity Commission for England and Wales.

By signing this Addendum, the Partner also commits to compliance with all laws in the country/ies where the work related to this Agreement is being implemented and to meeting its reporting obligations to relevant national and international bodies, including providing Practical Action with all accurate and timely information that enables Practical Action to meet all its reporting obligations.

1. **CONFLICT OF INTEREST**

Neither the Partner, nor any individual employed or contracted by the Partner, shall engage in any business, personal or professional activity which conflicts or could conflict with any of their obligations in relation to this Agreement.

1. **Fraud, Corruption, bribery, theft, terrorist financing and other misuse of funds**
	1. Practical Action and the Partner have a zero-tolerance approach towards fraud and fraudulent behaviour that may lead to the misuse of funds and will fully co-operate with investigation into such events, whether led by Practical Action or the Partner. Practical Action, may, at any time during the term of this arrangement and up to five years after the end of the programme, arrange for additional audits, on-the spot checks and / or inspections to be carried out. These may be carried out by Practical Action, or any of its duly authorised representatives.
	2. The Partner will comply with Practical Action’s Fraud Detection Policy OR confirm that they will comply with their own Fraud Detection Policy, of similar standard. The Partner commits to investigate suspected fraud and to do so with the utmost confidentiality.
	3. The Partner will immediately and without undue delay inform Practical Action of any event which interferes or threatens to materially interfere with the successful implementation of the project, whether financed in full or in part by this Agreement, including credible suspicion of or actual fraud, bribery, corruption or any other financial irregularity or impropriety.
	4. Practical Action reserves the ability to recover funds that have been subject to a proven fraud and will work with the Partner to do so. The Partner shall not be obliged to cover such funds unless such fraud is proven to be caused by gross negligence or wilful misconduct of the Partner or its staff members. Where serious fraudulent or unethical activity is proven which would significantly affect the successful completion of the Project, Practical Action reserve the ability to suspend or terminate funding with immediate effect in whole or partial, in preference to the standard notice period and irrespective of any contractual requirements.
	5. Consistent with local and international legislations and applicable United Nations Security Council resolutions both Practical Action and the Partner are firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. It is the policy of Practical Action to seek to ensure that none of its funds, including funds that are provided by donors, are used, directly or indirectly, to provide support to individuals or entities associated with terrorism. In accordance with this policy, Practical Action and the Partner make themselves aware of, and comply with obligations under the relevant counter terrorist financing legislations.

Signed on Behalf of Practical Action Signed on Behalf of Partner

Name: Name:

Position: Position:

Date: Date: