

**Tender Name:** Supply and Delivery of NFI's, Dignity & Hygiene Kits to Gadarif

**Tender No:** RFQ: OX-GD-10012025

**Date:** 14/01/2025

**Deadline:** Thursday, 23/01/2025, 15:00 SST

## 1.0 Background Information

This tender is part of a humanitarian initiative to address the urgent needs of displaced communities in Sudan. The recent challenges and crises have left many individuals and families without access to essential items. As the humanitarian department of OX Enterprises, OX Humanitarian Relief aims to ensure the timely delivery of high-quality Non-Food Items (NFIs), Dignity & Hygiene Kits to Gadarif, supporting vulnerable populations and enhancing their access to critical resources.

Our mission is to provide life-saving support and improve the resilience of communities affected by displacement, conflict, and poverty. By partnering with reliable suppliers, we aim to deliver sustainable and impactful solutions that align with our core values of compassion, equity, and dignity for all.

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## Requirements and Scope of Work

### 2.1 Delivery Timeline

All NFI's Dignity & Hygiene Kits must be delivered to Gadarif City within 15 calendar days from the signing of the contract.

### 2.2 Packaging and Labeling

- **Packaging Standards:** Bags (where applicable) must be securely packaged to avoid damage during transportation, with clear and legible labels.

### 2.3 Delivery and Transportation

Vendors must ensure secure and timely transportation of NFIs, Dignity & Hygiene Kits to the designated delivery points in Gadarif. The financial proposal must include all associated transportation costs, including VAT.

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## 3.0 Vendor Eligibility and Requirements

To ensure the selection of a reliable and capable supplier, vendors must meet the following criteria:

### 3.1 Legal and Corporate Documentation

- Company Registration Certificate.
- Tax ID Certificate.
- Trade License

### 3.2 Experience and References

- Documented experience in supplying NFI's, Dignity & Hygiene Kits to humanitarian projects.

*Please list all the relevant PO's/Contracts during the past three years,*

- References from at least **five** previous clients.

### 3.3 Financial Capability

- Audited financial report for the past three years.
  - Six-months bank statement
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## 4.0 Submission Guidelines

### 4.1 Submission Deadline

- All bids must be submitted no later than **23/01/2025 - 15:00 SST**. Late submissions will not be considered.

### 4.2 Submission Format

- All the document must be dully signed and returned
- Proposals must be submitted via email to [**sudan.procurement.ox@gmail.com**].
- Subject line: "Tender Submission: RFQ: OX-GD-10012025 NFs, Dignity & Hygiene Kits - [Vendor Name]".

### 4.3 Additional Information:

- Currency for bids is USD.
- Payment terms: 100% payment upon full delivery and acceptance.
- Participation is preferably for locally registered Sudanese companies; however, joint ventures are allowed.
- Suppliers may submit partial bids for individual lots
- Samples are **not** required for bid submission, but may be requested for quality check **After Award**

### 4.4 Required Documents

- Technical Proposal.
- Financial Proposal.
- Vendor Profile, including experience and references ( and the required documents as stated above)

### 4.5 Confidentiality

- All submissions will be treated with strict confidentiality and used solely for evaluation purposes.

## 5.0 Evaluation Criteria:

### 1- Financial Criteria (70%)

- The Lowest price/High Quality proposal will receive the maximum score (70 points). Other proposals will be scored proportionally using the following formula:

$$\text{Score} = (\text{Lowest Bid Price} / \text{Vendor's Bid Price}) \times 70$$

### 2. Technical Criteria (30%)

The technical evaluation will account for 30% of the total score and will assess the following:

- 1) **All the mandatory certificates** ( Registration, Tax ID, Trade License, Audit Report, Bank Statement) (5%)
- 2) **Vendor's Experience and Purchase Orders (POs) (20%)**
  - Documented experience in supplying Non-Food Items (NFIs) and Dignity & Hygiene Kits to humanitarian projects, supported by relevant POs or contracts:
    - 5 or more contracts/POs completed in the past 3 years: 25 points
    - 3-4 contracts/POs completed in the past 3 years: 15 points
    - 1-2 contracts/POs completed in the past 3 years: 5 points
    - No relevant contracts/POs: 0 points
- 3) **References (5%)**
  - References from previous clients:
    - 5 or more references: 5 points
    - 3-4 references: 3 points
    - 1-2 references: 1 point
    - No references: 0 points

## Scoring and Selection Process

1. Each vendor's financial and technical proposals will be evaluated independently.
2. Final scores will be calculated using the following formula:

$$\text{Final Score} = (\text{Financial Score} \times 70\%) + (\text{Technical Score} \times 30\%)$$

3. The vendor with the highest total score will be selected.