

**REQUEST FOR QUOTATION (RFQ)
RFQ/GED/SIPRA/2212/22/01/2024**

**Service Contract for SIPRA Third Party Monitoring in twenty-two (22) localities
across the seven SIPRA states**

To: ALL BIDDERS	Phone number:
From: ZOA	Email:
Date: 22-Jan-25	No. of pages including this page:

REFERENCE: RFQ/GED/SIPRA/2212/22/01/2024

**Service Contract for SIPRA Third Party Monitoring in twenty-two (22) localities
across the seven SIPRA states**

Manner of Submission:

Bids to be submitted per e-mail to: (abubakr.gadallah@zoa.ngo)
Contact phone #: +249 9125532178
or delivered (in a sealed envelope) to the following address: ZOA Office Gadarif – Hai Al Mofrgaat

Closing deadline: 9 February.2025 by 11:59 PM (Sudan Time)

Important: Offers transmitted after the deadline or in any other manner than those indicated above will not be considered, clarifications should be sent to the email mentioned no later than 3 working days prior to the submission deadline.

Requirements:

ZOA invites your company to make a firm offer for the following:

Service Contract for SIPRA Third Party Monitoring in twenty-two (22) localities across the seven SIPRA states

Pre-qualification of Bidders (Eligibility Criteria): All interested bidders Should send the following documents to be considered in the tender, failure to submit the following documents may result in rejecting your bid:

1. Evidence of properly registered consultant(s) or firm
2. Comprehensive profile of consultant(s) or firm
3. Evidence of proper bank details such as letters from banks etc
4. Provide evidence of similar work including sample reports and client references.

Required documentation:

- 1- Comprehensive C.V
- 2- Experience Certificate for similar studies
- 3- Technical proposal (with activity timeline and detailed work plan)
- 4- Financial proposal
- 5- All required documents/information as per “ . Bidder’s Qualifications and Experience...” article.

Information to bidders:

1. This is an obligation free quotation. ZOA reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations which do not comply with our conditions will not be considered.
2. Currency of offer should preferably in **EUR or USD if applicable, the comparison of offers will be based on the prevailing InforEuro exchange rate.**

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3. Payment will be made in **EUR** or **USD** based on the offer currency providing that the company has an account with its name corresponding to the offered currency.
4. Payment details for the contractor should be stated in the offer and it shall be part of the contract.
5. ZOA will not be responsible for any bank service charges.
6. Inspection (at buyer's expense) may be applicable and will be advised at time of purchase order and arranged by ZOA.
7. ZOA does not undertake to pay by letter of credit or in advance of delivery.
8. Goods supplied for (ZOA) should include VAT, final invoice is required.
9. Hand-written, incomplete offers or offers which do not comply with any of our tender conditions will not be considered.
10. There will be liquidated damages equivalent to a deduction of 0.1% per day or part thereof for late deliveries due to default on the part of the suppliers.
11. Environmental policy: (ZOA)'s policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packing, use and disposal of goods form part of (ZOA) evaluation and selection criteria.
12. All vendors doing business with ZOA should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. Please submit a signed version of the ZOA Supplier Code of Conduct with your offer. ZOA reserves the right to reject quotations provided by vendors not meeting these standards.
13. Vendors doing business with ZOA will be screened on anti-corruption due diligence before ZOA confirms an order or contract. By submitting this offer, the supplier agrees that his data may be used for such a screening and that the supplier will be registered in the ZOA ERP software.

Please acknowledge receipt of this enquiry and indicate your interest to bid.

Thank you and regards,

Name: Abubakr Gadallah - ZOA Sudan

Position: Senior Procurement & Logistic Officer