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**ADVERTISEMENT OF BUSINESS OPPORTUNITIES**

**Date:** 20-06-2025

**Reference No:** Assorted Procurement of Supplies and Services for DCA Port Sudan office RO48S

**Submission Deadline:** 04-07-2025

**Subject:** Supply of assorted goods and services for DCA port Sudan Office

**Contracting Authority:** DanChurchAid (DCA) – Port Sudan Office

**About DanChurchAid (DCA)**

DanChurchAid (DCA) is a Danish humanitarian non-governmental organization (NGO) dedicated to supporting the world's most vulnerable communities. Operating in 19 countries, DCA works with civil society partners to save lives, build resilient communities, and combat extreme inequality.

**Opportunity for various Supplies and Service Providers**

DCA Port Sudan office invites qualified suppliers of one or several of the following goods and services to respond to this advertisement. Suppliers who have responded to this advertisement and provides the required information may be invited to participate in the Procurement Procedure for the relevant lot(s).

**Goods and services needed:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task line no.** | **Lot No.** | **Description of lots and items** | | ***Qty.*** | | **Unit Type** | |
|  | |
|  | |
|  | |  | |
| **SUPPLY CONTRACTS** | | |  | |  | |  | |  | |
| 621300 | LOT SUP 1 | **Office Equipment** | |  | |  | |  | |
| Solar System (Solar panels, solar batteries and accessories) | | 1.00 | | Pcs | |  | |
| Washing Machine. | | 1.00 | | set | |  | |
| Air conditioners | | 2.00 | | Pcs | |  | |
| Meeting table with chairs | | 1.00 | | set | |  | |
| Reception chairs | | 1.00 | | set | |  | |
| Two office tables | | 2.00 | | pcs | |  | |
|  |  |  | |  | |  | |  | |
| 621500 | Lot SUP 2 | **IT Equipment's** | |  | |  | |  | |
| office printer/ scanner | | 2.00 | | Printer | |  | |
|  |  |  | |  | |  | |  | |
| 621700 | Lot SUP 3 | **Safety Equipment** | |  | |  | |  | |
| Thuraya phone | | 1.00 | | Pcs | |  | |
| CCTV System | | 1.00 | | Set | |  | |
| Fire extinguishers | | 1.00 | | set | |  | |
| First aid kits | | 1.00 | | set | |  | |
|  |  |  | |  | |  | |  | |
| 631100 | Lot SUP 4 | **Office Stationaries ( printing paper, box files, folders, extension cables** | |  | |  | |  | |
| Office Stationaries ( printing paper, box files, folders, extension cables) | | 1.00 | | Lumpsum | |  | |
|  |  |  | |  | |  | |  | |
| 641500 | Lot SUP 5 | **Office Cleaning** | |  | |  | |  | |
| Estimated qtly cost of purchasing cleaning materials | | 12.00 | | Months | |  | |
|  |  |  | |  | |  | |  | |
| 645000 | Lot SUP 6 | **Office Vehicles, Running Cost** | |  | |  | |  | |
| Monthly running cost for motor fuel, insurance , maintenance and fire extinguisher | | 12 | | Months | |  | |
|  |  |  | |  | |  | |  | |
| 661201 | LOT SUP 7 | **Meetings** | |  | |  | |  | |
| Office tea, coffee milk etc based on 2024 estimates | | 12.00 | | Months | |  | |
|  |  |  | |  | |  | |  | |
| 631403 | LOT SUP 8 | **Telephone Subscription** | |  | |  | |  | |
| Air time/allowance + sim card inclusive of data bundles (for CD and PM) | | 12.00 | | Months | |  | |
|  |  |  | |  | |  | |  | |
| 641200 | LOT SUP 9 | **Office rent** | |  | |  | |  | |
| Office rent as per the current contract to March and a modest increase from April 2025 | | 12.00 | | Months | |  | |
|  |  |  | |  | |  | |  | |
| 641250 | LOT SUP 10 | **Rent of Guest House** | |  | |  | |  | |
| Guesthouse Rent | | 12.00 | | Months | |  | |
|  |  |  | |  | |  | |  | |
| 641302 | LOT SUP 11 | **Utilities ( Fuel charges for generator etc)** | |  | |  | |  | |
| Fuel charges for generator etc | | 12.00 | | Months | |  | |
|  |  |  | |  | |  | |  | |
| 611503 | LOT SUP 12 | **Staff Retreat & Social Events** | |  | |  | |  | |
| 2. Staff Retreat & Social Events | | 2.00 | | Events | |  | |
|  | | |  | |  | |  | |  | |
| 691300 | LOT SUP 13 | **Purchase of Toyota Saloon** | |  | |  | |  | |
| Purchase of Toyota Saloon | | 1.00 | | Vehicle | |  | |
|  |  |  | |  | |  | |  | |
| **SERVICE CONTRACTS** |  |  | |  | |  | |  | |
| 641303 | Lot SER 1 | **Repair and Maintenance of Equipment and Machin** | |  | |  | |  | |
| Service contract for printers maintenance @120 per month | | 4.00 | | Quarterly | |  | |
|  |  |  | |  | |  | |  | |
| 641400 | Lot SER 2 | **Maintenance Premises** | |  | |  | |  | |
| Most of the premises maintenance is incorporated into office landlord contract | | 2.00 | | Quarterly | |  | |
|  |  |  | |  | |  | |  | |
| 631404 | Lot SER 3 | **Web Connections -Internet** | |  | |  | |  | |
| Monthly internet connection fees | | 12.00 | | Months | |  | |
|  |  |  | |  | |  | |  | |
| 611000 | Lot SER 4 | **Security Services** | |  | |  | |  | |
| Office security service. | | 12.00 | | Months | |  | |
|  |  |  | |  | |  | |  | |
| 651101 | Lot SER 5 | **Local transportation** | |  | |  | |  | |
| Taxi + car hire | | 12.00 | | Months | |  | |
|  |  |  | |  | |  | |  | |
| 651102 | Lot SER 6 | **Travel Expenses Flights** | |  | |  | |  | |
| Estimated 2 flights for DCA representatives to attend EAT donor Estimated costs for return flight for 8 staff to Port Sudan- Antony and Gustav will travel twice in a year while the rest one return flight each | | 8.00 | | Flight tickets | |  | |
|  |  |  | |  | |  | |  | |
| 651103 | LOT SER 7 | **Accommodations** | |  | |  | |  | |
| Estimated hotel costs in Port Sudan | | 12.00 | | Hotel | |  | |
|  |  |  | |  | |  | |  | |
| 611502 | LOT SER 8 | **Staff training** | |  | |  | |  | |
| Staff training | | 1.00 | | Training | |  | |
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**Eligibility & Submission Requirements:**

The interested supplier shall provide the following information to the Contracting Authority using the contact details below:

* Indicate which supplies or service you are interested in supplying.
* Provide the following information:
* The company’s name and contact details.
* Contact person.
* Brief description of the company’s background and main line of work; and
* Experience with this kind of supply/service.
* Submit valid registration certificates issued by the local authorities

This is purely information on business opportunities and does not constitute a commitment to purchase or any other form of contractual commitment with the Contracting Authority.

**Contact Information & Submission Details:**

**Office Address:** DanChurchAid (DCA) Red Sea, Port Sudan, Airport Area, Block 6, House 81  
**Contact Person:** Muaz Elwagiee, Senior Finance & Admin Officer – Sudan  
**Mobile/:** 0128313174  
**Email:** [meael@dca.dk](mailto:meael@dca.dk) and copy [uli@dca.dk](mailto:uli@dca.dk)

**Submit your Expression of Interest by 4th July 2025**