**REQUEST FOR QUOTATION (RFQ)**

TO:

| Sudan Zero Waste Organization |  | **Date of issue:**  | **17/07/2025** |
| --- | --- | --- | --- |
|  | **Bid File number:** | **1** |
|  | **Contract title:** | RFQ/NCA/GID/DKHKMK/17/07/2025 |
|  | **Closing date:** | **31- July-25, 6:00pm** |
|  | **Bid opening:** | **17- July-25**  |
|  | **Contracting Authority:** | Sudan Zero Waste OrganizationContact person: Osman NageebTel: +249 100579379Email: tender@zerowastesudan.orgLocation: El-Gadarif, Hay-almofargaat, Block (10)  |
|  |  | **Please note that the Quotations may be delivered to the Contracting Authority at the above address in a sealed envelope clearly marked with the above Bid File Number and the name of the submitting company.**  |

**SUDAN ZERO WASTE ORGANIZATION** **INVITES YOU TO SUBMIT A QUOTATION**

**FOR SUPPLY OF Hygiene Kits/Mama Kits/ Dignity Kits for SZWO GadarifWarehouse**

If this document is a PDF format, upon request a complete copy of the above documents can be forwarded in a WORD format for electronic completion. It is forbidden to make alterations in the text.

We should be grateful if you would inform us by email of your intention to submit or not a proposal.

## A. Instructions

1. **Acknowledgement**

Upon receipt of the Request for Quotation please inform the Contracting Authority if you intend to submit a quotation. Please respond even if negative.

1. **Scope of supply**

The subject of the contract is the supply and delivery by the tenderer of the following supplies:

Lot 1

**Dignity Kits (DK)**

| **No** | **Description** | **Unit** | **Quantity** | **No of Kits** | **Total of Items** |
| --- | --- | --- | --- | --- | --- |
| 1 | **Female Underwear – size medium (Cotton - female panties) I one Pcs medium, one L, one XL** | Each | 3 | 820 | 2460 |
| 2 | **Female Under skirt cotton I one Medium and large .**  | Pack | 2 | 820 | 1640 |
| 3 | **Bra, cotton 100%** | Each | 2 | 820 | 1640 |
| 4 | **Disposable Sanaty Pads (Packs)** | Each | 5 | 820 | 4100 |
| 5 | **Mirror (Mirror with plastic edges, medium size 11cm \* 14cm)** | Each | 1 | 820 | 820 |
| 6 | **Sponge (Bathing sponge (luffa) good quality)** | Each | 2 | 820 | 1640 |
| 7 | **Packing Bag (Plastic bag with button,size A4 , to carry documents and identification papers)** | Each | 1 | 820 | 820 |
| 8 | **Toothbrush - (Soft and Medium mix)** | Each | 2 | 820 | 1640 |
| 9 | **Toothpaste - (approx. 125 grams)** | Each | 2 | 820 | 1640 |
| 10 | **Laundry Soap Bar (big size, item weight approx 150 - 200gram)** | Each | 4 | 820 | 3280 |
| 11 | **Bathing soap (big size, item weight approx 180 grams)** | Each | 4 | 820 | 3280 |
| 12 | **Hair Comb - (Plastic)** | Each | 1 | 820 | 820 |
| 13 | **Nail clippers - (Medium size)** | Each | 1 | 820 | 820 |
| 14 | **Thoob- for women - (Sudanese Cotton Thoob 2m x 4.5m)** | Each | 1 | 820 | 820 |
| 15 | **Vaseline (big size - Blue seal) I weight approx 450ML**  | Each | 1 | 820 | 820 |
| 16 | **Torch - (handheld, solar-powered)** | Each | 1 | 820 | 820 |

Lot (2)

**Hygiene Kits (HK)**

| **#** | **Description** | **Unit** | **Quantity** | **No of Kits** | **Total of Items** |
| --- | --- | --- | --- | --- | --- |
| 1 | Jerrycan (18 Liters Weight) | Pcs | 2 | 500 | 1000 |
| 2 | Plastic jug (1lt capacity with beack) | Pcs | 1 | 500 | 500 |
| 3 | Plastic bucket (Plastic bucket. metal handle 20lt) | Pcs | 1 | 500 | 500 |
| 4 | Toothbrush - (Soft and Medium mix) I Pkg 3 pcs | Pkt | 2 | 500 | 1000 |
| 5 | Toothpaste - (approx. 125 grams) I Pkg 3 pcs | Pkt | 2 | 500 | 1000 |
| 6 | Laundry detergent( Powder): Laundry detergent(Laundry detergent. Size: option among /600/1 kilo) | Kg | 2 | 500 | 1000 |
| 7 | Laundry Soap Bar (big size, item weight approx 150 - 250gram) | Bar | 10 | 500 | 5000 |
| 8 | Reusable Pads: Reusable pad (3 pieces per packet) | Pkt | 1 | 500 | 500 |
| 9 | Sanitary pads: Disposable Pad, Size 3, 3 pieces per packet, good quality | Pkt | 5 | 500 | 2500 |
| 10 | Child potty Plastic - Medium size | Pcs | 1 | 500 | 500 |

Lot (3)

**Mama Kits (MK)**

| **#** | **Description** | **Unit** | **Quantity** | **No of Kits** | **Total of Items** |
| --- | --- | --- | --- | --- | --- |
| 1 | Disposable gloves I 100 Pcs | Item | 2 | 550 | 1100 |
| 2 | Clean razor blade 14 to 20 pcs | Set | 1 | 550 | 550 |
| 3 | Bathing Soap 100 to 120 gm | Item | 1 | 550 | 550 |
| 4 | Plastic sheet | Item | 3 | 550 | 1650 |
| 5 | Cotton wool 120 to 160 pcs | Item | 2 | 550 | 1100 |
| 6 | Sanitary pads | Item | 2 | 550 | 1100 |
| 7 | Baby blanket or cloth | Item | 1 | 550 | 550 |
| 8 | Cord clamps or sterile string | Item | 1 | 550 | 550 |
| 9 | Maternity pads | Item | 2 | 550 | 1100 |

The supplies to be purchased are for use by the Contracting Authority in its **Emergency Response for Displaced and Host Communities in Eastern Sudan** Program in **Al - Gadarif**. Quotations can be submitted for one, several or all lots.

The supplies are described in more detail in the Technical data form, Annex 1.

1. **Delivery**

The above supplies shall be delivered to SZWO Gadarif Warehouse as per above required delivery time.

1. **Specifications**

 The supplies must comply fully with the technical specifications set out in the RFQ (technical data form, Annex 1) and conform in all respects with the drawings, quantities, models, samples, measurements and other instructions. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority.

1. **Cost of quotation**

The supplier shall bear all costs associated with the preparation and submission of the quotation and the Contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

1. **Clarification of bid documents and additional information**

Suppliers may submit questions in writing, email, or contact us in mobile number at the latest on the date of **Closing date**, specifying the bid file number, and the contract title. Information regarding interpretation of this RFQ must be requested in writing to the Contracting Authority’s contact person.

Suppliers are not allowed to approach the Contracting Authority for verbal clarification.

Any clarification of the RFQ given by the Contracting Authority.

**Any prospective supplier seeking to arrange individual meetings during the bidding period with either the Contracting Authority and/or any other organisation with which the Contracting Authority is associated or linked may be excluded from the bidding procedure.**

1. **Planned timetable**

The Contracting Authority reserves the right to alter the dates and time in the following timetable, in which case all perspective suppliers will be informed in writing and a new timetable will be provided.

|  | **Date** | **Time** |
| --- | --- | --- |
| Deadline for request for any clarifications from the Contracting Authority | **27- July-25** | **6:00 PM** |
| Last date on which clarifications are issued by the Contracting Authority | **29- July-25** | **6:00 PM** |
| Deadline for submission of quotations (closing date) | **31- July-25** | **6:00 PM** |
| Contract award | **2- August-25** | **6:00 PM** |
| Contract start | **3- August-25** | **6:00 PM** |

All times are in the time zone of **Sudan.**

1. **Eligibility and qualification requirements**

Suppliers are also requested to certify that they comply with the Code of Conduct for Contractors and provide all the requested documents for the RFQ to be eligible. [SZWO Code of Conduct](https://drive.google.com/drive/folders/1z-W641OdfKx4CEzsQWk7-116hKxp5Myk)

To give evidence of their capability and adequate resources suppliers shall provide the information and the documents requested in the RFQ.

1. **Exclusion from award of contracts**

Contracts may not be awarded to suppliers who, during the procurement procedure:

1. are subject to conflict of interest; and/or
2. are guilty of misrepresentation in supplying the information required as a condition of participation and eligibility in the bidding procedure or fail to supply this information.
3. **Language of quotations**

The quotations, all correspondence and documents related to the quotation exchanged by the supplier and the Contracting Authority must be written in **English**. Supporting documents and printed literature furnished by the supplier may be in local language.

1. **Price**

The price quoted by the supplier shall not be subject to adjustments except as otherwise provided in the conditions of the Contract.

 The price shall be quoted in USD in the Bank of Khartoum Exchange Rate or SDG.

For evaluation purposes, where quotations are given in USD, it shall be converted into SDG at the rate published in the **Bank of Khartoum** on the closing date.

**VAT and/or any sales tax applicable to the purchase of supplies shall be indicated separately in the Quotation Submission Form.**

1. **Validity**

Quotations shall remain valid and open for acceptance for <**30**> days after the closing date for the submission.

Prior to the expiry of the original validity period, the Contracting Authority may ask suppliers in writing to extend this period. Suppliers that agree to do so will not be permitted to modify their tenders. If they refuse, their participation in the bidding procedure will be terminated.

1. **Submission of quotations and closing date**

Quotations must be received at the address mentioned or email tender@zerowastesudan.org not later than the closing date and time specified in the timetable article A.5. Any quotations received after that time will not be considered.

Quotations shall be submitted in a sealed envelope bearing the following information:

Company name

Bid file number

No quotation may be changed or withdrawn after the deadline has passed.

1. **Evaluation**

Prior to the detailed evaluation of the quotations, the evaluation committee, (established by the Contracting Authority) shall ascertain whether the quotations meet the eligibility requirements; have been properly signed, are substantially responsive to the RFQ documents; have any material errors in computation; and are otherwise generally in order.

If a quotation is not substantially responsive i.e. it contains material deviations from or reservations to the terms, conditions and specifications in the RFQ, it shall not be considered further.

After analysing the substantially responsive quotations, the evaluation committee will examine the technical admissibility of each quotation, classifying it as technically compliant or non-compliant. Deviations from the specifications may be considered if deemed to be in the best interest of the Contracting Authority.

1. **Award of Contract**

The Contracting Authority will award the contract to the supplier whose quotation has been determined to be substantially responsive to the RFQ and technically compliant, and who has offered the lowest price, provided further that the supplier has demonstrated the capability and resources to carry out the contract effectively.

The Contracting Authority aims to purchase goods that minimise the environmental impact. Therefore, NCA reserves the right to choose a Supplier based on environmentally sustainable criteria such as packaging, life span, durability, availability of spare parts, recyclability, etc. over quotations that do not meet these standards.

The Contracting Authority reserves the right to accept all or part of your quotation, whichever is in its best financial interest.

1. **Signature and entry into force of the Contract**

Prior to the expiration of the period of the quotation validity, the Contracting Authority will inform the successful supplier in writing that its quotation has been accepted and inform the unsuccessful suppliers in writing about the result of the evaluation process.

The Contracting Authority reserves the right to adjust the quantities within a range of **+/- 25% to remain within the available funds**.)

Within **<3>** days of receipt of the contract, not yet signed by the Contracting Authority, the successful supplier must sign and date the contract and return it, the successful supplier will become the Contractor and the contract will enter into force once signed by the Contracting Authority.

If the successful supplier fails to sign and return the contract within the days stipulated, the Contracting Authority may consider the acceptance of the quotation to be cancelled without prejudice to the Contracting Authority's right, claim compensation or pursue any other remedy in respect of such failure, and the successful supplier will have no claim whatsoever on the Contracting Authority.

1. **Cancellation for convenience**

The Contracting Authority may for its own convenience and without charge or liability cancel the RFQ process at any stage.

**SPECIAL CONDITIONS**

**B.1. Payment**

Payment will be made upon receipt of the following documents and within 15 days after receipt of goods:

1. Invoice
2. Proof of delivery (Options: Signed - Waybill / Delivery Note / Goods Received Note / Packing list) (one original + two copies)
3. Bill of Lading in (one originals and two copies)
4. Any other document/certificate required for import/export of supplies

**ANNEX 1: TECHNICAL DATA FORM**

**Suppliers are requested to complete the following template or provide their own RFQ according to the requested items on A.2.**

The following technical specifications are provided in the format of a checklist. They are compulsory as a minimum standard and will be the only basis for the evaluators to assess the technical compliance of the equipment presented in the quotations. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority.

Manufacturers’ names, catalogue numbers and model designations appearing in the list are for reference only. Quotations for other equipment that is equal in function, quality and performance to that listed will be given full consideration.

In order to make sure that no single specification is left out from your quotation by mistake, it is recommended that you use the checklist as a tool to present your quotation.

| **Item no.:** | **Parameter** | **Characteristics (Contracting Authorities minimum requirement)** | **Comply (Yes / No)**  | **Deviations, if any, to be described in this column** |
| --- | --- | --- | --- | --- |
| **1** | **Description** | <Name/description of product> |  |  |
|  |  |   |  |
| **Specifications** | <Technical requirement> |  |  |
|  |  |  |  |
|  | <Insert extra rows as required> |  |  |
| **(Option: Accessories)** | <Specific requirement> |  |  |
| **(Option: Spare part)** | <Specific requirement> |  |  |
|  |  |  |  |
| **(Option: Certificates)** | (Please specify and enclose any quality accreditation – ISO 9000 2000 or equivalent held by the manufacturer of the offered products) |  |  |
| **2** | **Description** | <Name/description of product> |  |  |
|  |  |   |  |
| **Specifications** | <Technical requirement> |  |  |
|  |  |  |  |
|  | <Insert extra rows as required> |  |  |
| **(Option: Accessories)** | <Specific requirement> |  |  |
| **(Option: Spare part)** | <Specific requirement> |  |  |
|  |  |  |  |
| **(Option: Certificates)** | (Please specify and enclose any quality accreditation – ISO 9000 2000 or equivalent held by the manufacturer of the offered products) |  |  |
| **3** |  |  |  |  |

### Annex 2: quotation submission form

| Submitted by (name of company): |  |
| --- | --- |
| Contact Person: |  |

**PRICE SCHEDULE (Price and currency to be inserted by supplier)**

| **Item** | **Description of supplies**  | **Unit** | **Qty** | **Currency:** [currency] |
| --- | --- | --- | --- | --- |
| **Unit Price incl. VAT** | **Total Price incl. VAT** |
| 1 | <description of Goods> |  |  |  |  |
| 2 | <description of Goods> |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
|  | **(Option: Related Services)** |  |
|  | (A: Start-up and commissioning at project site <place and country>) |  |
|  | (B: Training at project site <place and country>) |  |
|  | **Subtotal price <Incoterm> <place>** |  |
|  | **Freight to <destination, country>** |  |
|  | **Total price <Incoterm> <destination, country>** |  |
|  | **VAT included in the <Incoterm> price** |  |
|  | **(Option: Customs duty included in the <Incoterm> price)** |  |

| **Information required by the Contracting Authority:** | **Information to be entered by tenderer in the below columns:**  |
| --- | --- |
|  |  |
| **(Option: After sales service and warranty service)** |  |
| Full contact details of the local after sales service. |  |
| We certify availability of spare parts for minimum 5 years |  |
|  |  |
| **Delivery date** |  |
| <Incoterm> Point of shipment |  |
| Delivery time to <Incoterm> Point of shipment | days |
| Delivery time to final destination  | days |
|  |  |
|  |  |
|  |  |
|  |  |
| <insert a line for each item> |  |
|  |  |

| **Company information** |
| --- |
| Parent company (legal name) |  |
| Street name and no. |  |
| City  |  |
| Postal code |  |
| Country  |  |
|  |  |
| Phone no. |  |
| Email |  |
| Website |  |
|  |  |
| Sales Manager (name) |  |
| Director (Name) |  |
| Other contact (Title and Name) |  |
|  |  |
| Does your company have CSR related policies in place – e.g. health and safety policy, HR policy, staff policy, energy policy, climate policy or is a member of Global Compact. Please state which policies. |  |
| Is your company e.g. ISO 26000/50001/14000 certified or SA8000 certified? Please state which. |  |
| Does your company have a Code of Conduct? | Please provide to your code of conduct or sign our code of conduct and send with the RFQ ([Link](https://drive.google.com/drive/folders/1z-W641OdfKx4CEzsQWk7-116hKxp5Myk)) |

| **References** |
| --- |
| **Name and country of customer** | **Type of contract** | **Value** | **Contact name** | **Phone and email** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

After having read your Request for Quotation number **(1)** for supply of **RFQ/NCA/GID/DKHKMK/17/07/2025**

 Dated **17- July-25**, and after having examined the RFQ, I/we hereby offer to execute and complete the Contract in conformity with all conditions in the RFQ for the sum indicated in our quotation. On behalf of the company, we hereby;

* Accept, without restrictions, all the provisions in the Request for Quotation including General terms and Conditions for Supply contracts, with annexes.
* Provided that a contract is issued by the Contracting Authority we hereby commit to furnish any or all items at the price offered and deliver the same to the designated points within the delivery time stated above.
* Certify and attest that we meet the eligibility criteria of articles stated in the RFQ.
* Certify and attest compliance with the Code of Conduct for Contractors in A.6.

The above declarations will become an integrated part of the contract and misrepresentation will be regarded as grounds for termination.

Any subsequent Contract related to this quotation will be subject to the Contracting Authorities General Terms and Conditions for Supply Contracts and the Code of Conduct for Contractors available through the below link. Printed versions are available on request.

<https://www.kirkensnodhjelp.no/en/about-nca/for-contractors/>

Signature and stamp:

Signed by:

| **The supplier** |  |
| --- | --- |
| Name of the company |  |
| Address  |  |
| Telephone no.  |  |
| Email |  |
| Name of contact person |  |
| Date  |  |