**Expression of Interest (EOI) for Food Suppliers,**

**Tawilla, North Darfur Sudan**

**Reference No.:** RI-SDN-PS-025-129

**Date of Issue:** July 21, 2025

**Deadline for Submission:** July 27, 2025

# 1. Introduction

Relief International (RI) is a non-profit organization working to provide humanitarian and development assistance in Sudan. Relief International Sudan is a branch of Relief International, Inc. and is registered locally with the Government of Sudan, Federal Humanitarian Aid Commission (HAC) as an International Non-governmental Organization (INGO).

Relief International is seeking to identify qualified and capable food suppliers based in Tawilla, North Darfur, for the purpose of being shortlisted for a restricted procurement process for the supply and distribution of food items during four planned distribution rounds.

This EOI aims to prequalify suppliers who can meet our requirements based on the criteria outlined below.

# 2. Scope of the EOI

RI invites eligible suppliers to express their interest in providing food items as per RI’s program needs. This is not a solicitation for purchase. Only shortlisted suppliers will be invited to participate in the formal procurement process based on the below selection criteria.

# 3. Selection Criteria

* Existing physical shop in Tawilla.
* Capacity to stock and supply required quantities of food items with consistent quality throughout all four rounds of distribution.
* Competitive and fair pricing structure.
* Willingness to fix prices for the full duration of the planned four distribution rounds.
* Acceptable and flexible payment terms, in alignment with RI’s operational procedures.

# 4. Administrative Requirements

To be eligible for shortlisting, suppliers must fulfill the following administrative requirements at the time of submission:

* Request for Information (RFI)
* EOI Letter signed and stamped on official letterhead.
* Legal registration to work in country of operation (Company Registration Certificate – must be valid and issued by relevant Sudanese authorities).
* Tax Identification Number (TIN) or Tax Clearance Certificate (if applicable).
* Authorized Signatory ID Copy – a national ID or passport of the company representative authorized to sign on behalf of the supplier.
* Completed Supplier Information/Registration Form (form provided in the annex or available at RI office/on request).
* Acknowledgement of RI’s Code of Conduct and Anti-Fraud Policy (to be signed and returned with submission).
* EOI Submission Checklist (included in annex, must be signed and submitted).

Failure to submit any of the above administrative documents may result in disqualification from the shortlisting process.

# 5. Required Documentation (Technical & Financial)

* Company Profile
* Proof of Shop Location in Tawilla
* Stock and Storage Capacity Details
* Indicative Price List for key food items
* Statement of Commitment to fixed pricing
* Accepted Payment Terms
* Client References

# 6. Submission Details

All EOIs must be submitted in a sealed envelope at the RI Tawila Office, RI Port Sudan Office or through the email address bid.sudan@ri.org .

**RI Office Port Sudan:** House Number 291, Plot # 4, Sector 4, Al-Matar/Airport Housing Society, Red Sea, Port Sudan

**RI Office Tawila:** Auttash Organization for Peace and Development (APD), Tawilla Field Office, Jabal Alakhadar Area, North Civilian Authority Office , Tawila.

**Subject line / Envelope label:** “EOI – Food Supply Tawilla – [Supplier Name]”
**Deadline:** July 27, 2025 before 3:30 pm
Late or incomplete submissions will not be considered.

# 7. Important Notes

* This EOI is not a tender and does not guarantee an invitation to bid.
* RI reserves the right to accept or reject any submission without obligation or explanation.
* Only shortlisted suppliers will be contacted.
* Site visits may be conducted as part of the evaluation process.

# 8. Contact Information

For questions or clarifications, please contact:
Buram Abdulrehman - National Supply Chain & Operations Manager
Email / Phone #: bid.sudan@ri.org +249912506762 / +249126680900
Office Hours: 07:30 am to 3:30 pm (Sunday to Thursday)