



REQUEST FOR QUOTATION (RFQ)

TO:

Address:

Date of issue:	23/10/2025
Bid File number:	0013
Contract title:	Supply plastic sheet cover for harvesting season
Closing date:	5/11/2025 – 03:00 afternoon
Bid opening:	09/11/2025
Contracting Authority:	Darfur For Development and Reconstructions Agency. Contact person: Mohamed Salim Ahmed Suleiman Tel: +249915888488 Tel: +249912116835 Email: ddrakostioffice25@gmail.com (White Nile State –Kosti - Sudan, Alandalus Area, block 35, house no.23, West side of Almanar School
Please note that the Quotations may be delivered to the Contracting Authority by hand or email at the above address in a sealed envelope clearly marked with the above Bid File Number and the name of the submitting company.	

DARFUR DEVELOPMENT AND RECONSTRUCTIONS AGENCY INVITES YOU TO SUBMIT A QUOTATION FOR SUPPLY PLASTIC SHEET COVER (TARBAL) FOR HARVESTING SEASON

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

A.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.

A.2. Scope of supply

The subject of the contract is the by the tenderer of the following supplies:

Item	Description	Unit	Quantity	Required delivery
1	Plastic sheet (TRBAL) Size 4x6 YARD	Pcs	1000	Five days after the signature of contract

The supplies to be purchased are for use by the Contracting Authority in its **Promote Development Societal through Strengthening of civil Society and their Constituencies** Program in Sudan. Quotations can be submitted for one.

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

a) Delivery

The above supplies shall be delivered to White Nile state, Kosti -Sudan as per above required delivery time.

b) 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.

A.3. 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.

A.4. Clarification of bid documents and additional information

Suppliers may submit questions in writing at the latest on the date specified in the timetable in article A.5, 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 will be submitted to all perspective suppliers at the latest on the date specified in the timetable. If the Contracting Authority provides additional information on the RFQ, such information will be sent in writing to all other prospective suppliers at the same time.

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.



A.5. 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	31/10/2025	03:00 afternoon
Last date on which clarifications are issued by the Contracting Authority	2/11/2025	03:00 afternoon
Deadline for submission of quotations (closing date)	05/11/2025	03:00 afternoon
Quotation opening session	09/11/2025	12:00 afternoon
Contract award	10/11/2025	12:00 afternoon
Contract start	11/11/2025	12:00 afternoon

All times are in the time zone of Sudan

A.6. Eligibility and qualification requirements

Suppliers are not eligible if they are in one of the situations listed in article 15 of the General Terms and Conditions for Supply Contracts.

Suppliers shall in the Quotation Submission Form attest that they meet the above eligibility criteria. If required by the Contracting Authority, the supplier, which quotation is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility through certificates issued by competent authorities in its country of establishment or operation, or, if such certificates are not available, through a sworn statement.

Suppliers are also requested to certify that they comply with the Code of Conduct for Contractors.

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

A.7. Exclusion from award of contracts

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

- (a) are subject to conflict of interest; and/or
- (b) 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.

A.8. 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 Arabic. Supporting documents and printed literature furnished by the supplier may be in local language.

A.9. Documents comprising the RFQ

The supplier shall complete and submit the following documents with the quotation:

- a) Quotation submission form (Annex 2) with supporting documents
- b) Technical data form (Annex 1) with supporting documents

The following documents shall in addition be submitted with the quotation

and other relevant information that should be made known to the Contracting Authority.



1. A copy of identification proof (if a company, attach a letter of the authorization).
2. Copies of:
 - Commercial Registration Certificate, or
 - Valid Business License, or
3. A copy of:
 - Tax Registration Certificate
 - Tax Invoice
4. The bidder must have a company or business stamp.
5. Completed and attached then request of quotation with all required details.
6. Headed letter from the bidding entity addressed to Darfur Development and Reconstruction Organization (DDRA) including:
 - Confirmation of type and quantity of products required
 - Total bid amount including value-added tax
 - Timeframe for completion of service delivery
 - Name, address, phone number, and signature of authorized person
7. Documents should be submitted in a sealed envelope with red wax and labelled with:
 - Tender number
 - Tender name
 - Bidder's name, address, and phone numbers
8. Each envelope should contain only one bid.
9. Bidders not meeting the above requirements will be disqualified from the competition.
10. Submitted documents will not be returned.

A.10. Price

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

Price shall be quoted in SDG, all prices must be inclusive of VAT, transportation, and all others costing.

The Contractor guarantees that the price specified in this Tender dossier, is the maximum price that shall remain firm and shall not be increased during the entire term of the Contract, provided however, that in the event that the successful supplier is able to offer the Contracting Authority a discounted price on placement of bulk contracts, the unit price shall be reduced for specific contracts.

By signing this Contract, the Contractor certifies that the Contracting Authority, for transactions resulting from this Tender dossier is not being charged more than other clients for similar supplies and similar bulk orders and within similar circumstances.

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

A.11. Validity

Quotations shall remain valid and open for acceptance for 7 working 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.



A.12. Submission of quotations and closing date

Quotations must be received at the address mentioned below by hand or email 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:

Address

White Nile State – Kosti, Sudan

Darfur for Development and reconstructions Agency (DDRA)

Alandalus Area, block 35, house no.23, Alandalus Road, West side of Almanar School

Tender receipt: 05/11/2025 – 03:00 afternoon

Tender no.:0013

NOT TO BE OPENED BEFORE THE TENDER OPENING SESSION ON 09/11/2025 -12:00

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

A.13. Quotation opening and evaluation

Suppliers are invited to attend the bid opening. Suppliers are requested to advise the contact person, at least one day in advance of the bid opening if they will attend.

Quotation opening will take place (White Nile State –Kosti, Alandalus Area, block 35, house no.23, Alandalus Road, West side of Almanar School) at the 12:00 afternoon and 09/11/2025, Supplier's representatives who are present shall sign a register indicating their attendance.

At the quotation opening, only the supplier's names, the total amount of the quotations and any discount offered will be read aloud and recorded.

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.

Quotations determined to be substantially responsive and technically compliant will be checked by the evaluation committee for any arithmetic errors. Where there is a discrepancy between the amounts in the figures and words, the amount in words will govern. Where there are discrepancies between the unit price and the line-item total, derived from multiplying the unit rate by the quantity, the unit rate as quoted will govern. If a supplier refuses to accept the correction, their quotation will be rejected.

A.14. 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.

A.15. 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.

Within 7 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, to the Contracting Authority. On signing the contract, 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 to, 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.

A.16. 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 3 days after receipt of goods:

- (a) Tax Invoice
- (b) Proof of goods delivery (Goods Received Note, one original)



ANNEX 1: TECHNICAL DATA FORM

Suppliers are requested to complete the following template.

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	Plastic cover sheet (Tarbal) 4*6 YARD		
	Specifications	The Plastic cover sheet (Tarbal) is made of a polyethylene material, with UV and cold resistant, time life, protected from sun heat, waterproof.		



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: SDG	
				Unit Price incl. VAT	Total Price incl. VAT
1	Plastic sheet 4*6 YARD	PCs	1000		
	Subtotal price				
	Freight to White Nile State –Kosti – Sudan				
	Total price White Nile State – Kosti – Sudan				
	VAT included in the price				

Information required by the Contracting Authority:	Information to be entered by tenderer in the below columns:
Delivery date	
Delivery time to Point of shipment	days
Delivery time to final destination	days

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?	



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

After having read your Request for Quotation number 0013 for supply of Plastic cover sheet for HARVESTING SEASON dated 23/10/2025 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 same to the designated points within the delivery time stated above.
- Certify and attest that we meet the eligibility criteria of article stated in the RFQ.
- Certify and attest compliance with the Code of Conduct for Contractors in Annex 4.

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