

REQUEST FOR PROPOSAL

FOR

PROVISION OF (National Office branding (Port Sudan))
REFERENCE: Requisition #3954793

Release Date: (29/10/2025)

Closing Date: (15/11/2025)



SECTION A – REQUEST FOR PROPOSAL

1.1 WORLD VISION BACKGROUND

World Vision is a global Christian relief, development and advocacy organization dedicated to working with children, families and communities to overcome poverty and injustice. We serve all people, regardless of religion, race, ethnicity, or gender. For more than 40 years, World Vision has partnered with communities in Republic of Sudan from rural agricultural villages, to disaster, conflict and fragile contexts. World Vision has operations in Republic of Sudan covering several operating states in North Sudan, Central Sudan, Eastern Sudan, West Sudan and Kordofan Region of Republic of Sudan.

For further information, visit our website at www.wvi.org

This document constitutes the formal **Request for Proposal for (National Office branding (Port Sudan))**.

Please read through this document carefully and provide requested information together with all supporting documents.

1.2 IMPORTANT NOTES TO SUPPLIERS

- a) The purpose of this document is to assist World Vision in the identification and evaluation of a potential service provider for **Provision of (National Office branding (Port Sudan))**.
- b) The overall summary information regarding the provision of the service is given in section 3 – Terms of Reference.
- c) Prospective Service Providers must have experience of offering similar services to Organizations comparable to World Vision and must demonstrate the willingness and commitment to meet the requirements in this RFP.
- d) Bidders are requested to hold their proposals valid for Ninety (90) days from the closing date for the submission. World Vision will make its best efforts to arrive at a decision within this period.
- e) Upon satisfactory completion of the evaluation process, the successful bidder shall be expected to commence the assignment after the contract agreement is signed and purchase order issued.
- f) Nothing in the Request for Proposal shall be construed to give rise to contractual obligations with World Vision.
- g) In instances where this tender document has been sent to multiple email addresses within the same company, please note that one (1) submission should be made per company.
- h) World Vision, may at its absolute discretion, suspend or defer this RFP process.
- i) The Bidder shall bear all costs associated with the preparation and submission of its bid, and World Vision will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- j) Canvassing is prohibited and will lead to automatic disqualification.

1.3 CLARIFICATION OF BIDDING DOCUMENT

- a) All correspondence related to this bid and subsequent contract shall be made in English.
- b) Should there be any doubt or uncertainty, the Bidder shall seek clarification in writing through e-mail to:
(Contact for Administrative inquiries: [Email: Ibrahim_Bakhit@wvi.org & #Contact for Technical inquiries:
[Email: grace_mavhezha@wvi.org])
- c) Any clarification sought by the bidder in respect of the RFP shall be relayed in writing at least **Seven (7) days** before the deadline for submission of bids.



- d) Any clarification requests and their associated response will be circulated to all Bidders (without divulging the name of the bidder raising the queries) in the form of an addendum, which shall be acknowledged in writing by the prospective bidders.

SECTION 2 – GENERAL TERMS AND CONDITIONS

2.1 RESPONSIVENESS OF PROPOSALS

The responsiveness of the proposals to the requirements of this RFP will be determined. A responsive proposal is deemed to contain all documents or information specifically called for in this RFP document. A bid determined not responsive will be disqualified by World Vision and may not subsequently be made responsive by the Bidder by correction of the non-conforming item(s).

2.2 BUYERS RIGHTS

World Vision reserves the right to reject any or all RFP without giving any reasons and World Vision has no obligation to accept any offer made. World Vision also reserves the right to keep its selection and selection criteria confidential. World Vision reserves the right to award the tender in part or in whole to either a single vendor or split the award to multiple vendors in the final award. Bids not strictly adhering to RFP conditions may not be considered by World Vision whose decision on the matter shall be final.

2.3 BID EFFECTIVENESS

It is a condition of World Vision that the bidders guarantee the sufficiency and effectiveness of the service proposed to meet World Vision requirements as outlined in this document where applicable. World Vision will hold the bidder solely responsible for the accuracy and completeness of information supplied in response to this tender. World Vision will hold the bidder responsible for the completeness of the service proposed.

2.4 BIDDER'S OBLIGATIONS

- a) The Bidder is obliged to work closely with World Vision's staff, act within its own authority, and abide by directives issued by World Vision that are consistent with the terms of the Contract.
- b) The Bidder will abide by the job safety measures and will indemnify World Vision from all demands or responsibilities arising from accidents or loss of life, the cause of which is the Bidder's negligence. The Bidder will pay all indemnities arising from such incidents and will not hold the World Vision responsible or obligated.
- c) The Bidder is responsible for managing the activities of its personnel, or subcontracted personnel, and will hold itself responsible for any misdemeanors.
- d) The Bidder will not disclose World Vision's information it has access to, during the course of the work, to any other third parties without the prior written authorization of World Vision. This clause shall survive the expiry or earlier termination of the contract.

2.5 WORLD VISION'S OBLIGATIONS

In addition to providing Bidder with such information as may be required by the bidder, World Vision shall:

- a) Provide the Bidder with specific and detailed relevant information
- b) In general, provide all relevant information and access to World Vision's premises as needed.



2.6 CONFIDENTIALITY

The bidder undertakes on behalf of themselves and their employees, agents and permitted subcontractors that they will keep confidential and will not use for their own purposes (other than fulfilling their obligations under the contemplated contract) nor without the prior written consent of the other disclose to any third party any information of a confidential nature relating to the other (including, without limitation, any trade secrets, confidential or proprietary technical information, trading and financial details and any other information of commercial value) which may become known to them under or in connection with the contemplated contract. The terms herein shall survive the expiry or earlier termination of the contract.

2.7 STAFFING

The Service Provider will provide the relevant team to be engaged for offering the service and tools to carry out all the required work under this tender. An account manager is also required to coordinate and report on the work's progress throughout the contract period.

2.8 DELAYED DELIVERY

If at any time during the performance of the Contract, the Service Provider should encounter conditions impeding timely delivery and performance of the Services, the Service Provider shall promptly notify World Vision in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Service Provider's notice, World Vision shall evaluate the situation and may at its discretion extend the Service Provider's time for performance, with or without liquidated damages.

2.9 APPLICABLE LAW

The agreement arising out of this RFP shall be governed by and construed in accordance with the laws of (Republic of Sudan) and the parties submit to the exclusive jurisdiction of the (Sudan) Courts.

2.10 PAYMENT TERMS

World Vision will issue an LPO for all the services ordered. The LPO will be paid within 30 days after successful delivery, and acceptance of the services being rendered and receipt of Invoice.

2.11 SAFEGUARDING BEHAVIOUR PROTOCOL

In the course of performing the contract arising out of this RFP, the Service Provider and its employees or anybody engaged in execution of this contract, whether as an independent consultant, temporarily or permanent employees must behave in ways that safeguard all children everywhere and adults living where WV has a programming presence, prevent sexual exploitation and abuse, and prevent any other intentional or unintentional harm to the people WV serves or works amongst and ensure adherence to the safeguarding behaviour protocols.

SECTION 3 – TOR (TERMS OF REFERENCE)

3.1 OBJECTIVE

The goal is to hire a qualified vendor to produce and install durable, professional exterior and interior branding elements, ensuring strict compliance with World Vision branding guidelines.

3.2 SCOPE OF WORKS

The vendor is responsible for site inspection, design, production and professional installation of all elements.

Deliverables

- Technical design proposal (including material and print specifications).



- Complete physical installation (all signage, displays, and artwork).
- Vehicle branding application on World Vision vehicles (3) and stickers and flags for hired vehicles (10).
- Final project report (with installation photographs) .

Timeline

The vendor must complete and install all elements of the scope of work within six (6) weeks following the official award of the job and receipt of all required artwork/files from World Vision.

3.3 EVALUATION CRITERIA

Bidders, willing to be considered for **Provision of (Office Branding)** are expected to furnish World Vision with among others the following vital information.

3.3.1 Mandatory Evaluation Requirements

Item	Description
1.	Certificate of Incorporation
2.	Tax Compliance Certificate
3.	Chamber of Commerce Certificate
4.	Trader License (State / Town Council / Municipality)
5.	MOU & Article of Association (Shareholder List & ID Card)

Prior to the detailed Technical and Financial evaluation, WVI will determine the substantial responsiveness of each Tenderer. For purposes of this tender, a substantially responsive Tender is one that conforms to the requirements of the mandatory evaluation requirements stated in this TOR.

WVI's determination of a Tender's responsiveness will be based on the contents of the Tender itself and the documents presented by the tenderer.

3.3.2 Technical Evaluation Requirements

Provide a technical proposal clearly demonstrating understanding of this ToR and including but not limited to the following:

- a) Company profile demonstrating experience in Provision of (The goal is to hire a qualified vendor to produce and install durable, professional exterior and interior branding elements, ensuring strict compliance with World Vision branding guidelines.)
- b) Proposed methodology, approach for provision of the service. This should outline how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.
- c) Indicate/demonstrate the implementation plan for provision of the service.
- d) Formal qualifications and CVs of the technical staff members to be involved in the assignment.
- e) At least 5 References from previous clients for requirement similar in nature and complexity to the services required under this tender e.g. reference letters, recommendation letter etc

3.3.3 Financial Evaluation Requirements

Bidders must give a detailed a breakdown of cost "Financial Proposal", which must include all costs chargeable to WVI, with a separate line for VAT, where applicable. Refer to the **Price schedule in Annex 1**.

Important Notes:

The Costs should be in **(USD)** inclusive of all applicable taxes.

All taxes and VAT amount must be clearly stipulated and separated from the base costs and should be valid for the contract period.

Minimum Credit Period is 30 Days after submission of invoice

Tender prices must remain valid for **90 days** from the date of tender closing.

3.4 Terms and Conditions

1. **Currency of Quote: USD (United State Dollar)**
2. **Quote: Fill in Letterhead Quotation, signed and stamped then attach online in ProVision**
3. **Offer Validity: 90 days**
4. **Lead Time:**
5. **Delivery Locations: Port Sudan**
6. **Past Experiences: evidence Purchase Order or Contract**
7. **Financial Capacity: Bank Statement (June – Aug 2025)**
8. **Payment Term**
9. **Registration Certificates (Companies or Individual)**

3.5 SUBMISSION OF PROPOSALS

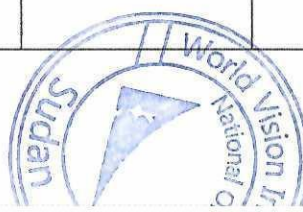
All interested bidders are requested to submit their proposals i.e. **Mandatory Requirements, Technical Proposal and Financial Proposal # Submission method: Email to [scm_sudan@wvi.org]**
OR physical submission to [Port Sudan Office] on or before (15/11/2025).

Note: All interested bidders are requested to submit their proposals ***after assessing the premises**

Bids received after deadline shall not be considered.

ANNEX 1: E.G. PRICE SCHEDULE FOR NATIONAL OFFICE BRANDING (Port Sudan)

Items	UOM	Unit Price (USD)	VAT	Total Price (USD)
Technical design proposal (including material and print specifications).				
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Complete physical installation (all signage, displays, and artwork).				
Vehicle branding application on World Vision vehicles (3) and stickers and flags for hired vehicles (10).				
Final project report (with installation photographs)				



Important Notes:

The Costs should be in (USD) inclusive of all applicable taxes.

All taxes and VAT amount must be clearly stipulated and separated from the base costs and should be valid for the contract period.

Minimum Credit Period is 30 Days after submission of invoice

Tender prices must remain valid for **90 days** from the date of tender closing.

“World Vision International reserves the right to accept or reject any Tender and is not bound to give reasons for its decision”.

