

INVITATION TO BID (ITB)

Date:	10/08/2026
Ref. No.:	ITB-AFAQ-2026-DAMAZIN-01
Tender Title:	Rehabilitation and Maintenance of the Civil Registry Centre and Civil Status Office – Damazin

1. Introduction and Background

Afaq for Justice & Development invites sealed bids from eligible, qualified, and reputable suppliers or contractors to submit technical and financial proposals for the provision Rehabilitation and Maintenance of the Civil Registry Centre and Civil Status Office – Damazin

Afaq for Justice and Development ("Afaq") is a national Sudanese civil society organization working in the fields of justice, legal protection, combating gender-based violence, and sustainable development, and represents the institutional and legal extension of Mutawinat, active since 1990.

2. Scope of Work / Technical Specifications

The required deliverables, specifications, quantities, and operational guidelines are detailed in Annex A (Technical Specifications and Bill of Quantities) attached to this invitation.

3. Instructions to Bidders

- Bid Submission Deadline: [25 August 2026] at [4:00 PM, Sudan local time]. Late submissions will be rejected automatically.
- Submission Channel: Bids must be submitted by hand delivery to the tender box at Afaq's office: Al-Damazin – Grand Market – Al-Asal Building – 2nd Floor (South of the Agricultural Bank and north of Artillery Square).
- Bid Submission must be in two separate envelopes (Technical and Financial).
- Bid Currency and Validity: All prices must be quoted in Sudanese Pounds (SDG), inclusive of applicable VAT, and remain valid for [30] calendar days from the closing date.
- Language: All documentation and correspondence must be in English or Arabic.

4. Required Bidding Documents

To be considered compliant, bidders must submit a complete package containing:

1. Cover Letter / Bid Submission Form (signed and stamped by an authorized representative).
2. Technical Proposal, including: valid commercial registration/company legal license; tax clearance certificate; company profile and track record (minimum 3 similar completed projects); key staff CVs and operational timeline/methodology.
3. Financial Proposal: itemized pricing schedule / Bill of Quantities (BOQ).
4. Declarations: signed Code of Conduct and Anti-Corruption/PSEA Commitment.

5. Clarification Requests

Any inquiries or requests for clarification regarding this ITB must be submitted in writing to procurement@afaq-justice.org no later than [20 August 2026]. Written responses will be shared with all invited bidders.

6. Evaluation Criteria

Bids will be evaluated based on a combination of administrative compliance, technical capability, and financial value/cost-effectiveness, per Afaq's Procurement Policy. Afaq for Justice & Development is not bound to accept the lowest-priced bid or any proposal received.

We look forward to receiving your proposal.

Sincerely,

Authorized Signature:	
Name:	Doha Ahmed Adam Noureldin
Title:	Procurement Manager
Organization:	Afaq for Justice & Development

