

# INVITATION TO BID (ITB)

Rehabilitation of Civil Registry & Civil Status Offices - Damazin

|                                 |                                                                                               |
|---------------------------------|-----------------------------------------------------------------------------------------------|
| <b>ITB No.:</b>                 | ITB-AFAQ-2026-DAMAZIN-01                                                                      |
| <b>Project Title:</b>           | Rehabilitation and Maintenance of the Civil Registry Centre and Civil Status Office – Damazin |
| <b>Location:</b>                | Damazin City, Blue Nile State, Sudan                                                          |
| <b>Date of Issue:</b>           | 10 August 2026                                                                                |
| <b>Bid Submission Deadline:</b> | 25 August 2026, at 4:00 pm Sudan time.                                                        |

## 1. Introduction

Afaq for Justice and Development Organization ("the Organization") invites qualified and experienced contractors/companies to submit technical and financial bids for the rehabilitation and maintenance works of the Civil Registry Centre and the Civil Status Office buildings in Damazine City, in accordance with the attached Bill of Quantities (BOQ) and technical specifications (Annex 1).

Bidders must comply with all terms and specifications contained in this Invitation to Bid and its annexes, and must submit their offer on a fixed-price, non-negotiable basis.

## 2. Scope of Work

The scope of work includes, but is not limited to, the following categories for both sites (Civil Registry Centre and Civil Status Office) in Damazin, as detailed in the attached Bill of Quantities:

- Demolition works (removal of old roofing, old ceramic tiles, and fibre sheeting)
- Excavation and foundation works
- Concrete works (plain and reinforced)
- Masonry works (red brick)
- Plastering and repair works
- Painting works (Pomastic and oil paint)
- Electrical works (lamps, sockets, fans, wiring)
- Ceramic tiling and flooring works
- Ironworks/blacksmithing (window/door grilles, doors, canopies)
- Roofing works (zinc sheeting and thermal insulation)
- Outdoor shading structures (canopies)
- Bathroom maintenance and plumbing/drain clearing

All works must be executed in accordance with standard workmanship practices and the instructions of the supervising engineer, using materials conforming to Sudanese Standard Specifications or equivalent, as detailed in the attached BOQ.

## 3. Eligibility Requirements

- The company/contractor must be officially registered and hold a valid commercial registration.
- A minimum of 5 years of experience in similar construction/contracting works.
- Ability to provide references for previous work of similar size and nature.
- Not listed on any national or international sanctions/debarment list.

- Sufficient financial and technical capacity to implement the project within the specified timeframe.

#### 4. Site Visit

Bidders are encouraged to conduct a site visit to both locations prior to submitting their offers, in order to assess current conditions and take any necessary measurements. Visits may be coordinated through the contact point in Section 9 below. No claims will be accepted afterward on the basis of not having visited the site.

#### 5. Bid Submission Requirements

The bid must include the following documents:

- Technical Proposal: including implementation methodology, timeline, technical team CVs, and equipment list.
- Financial Proposal: the attached Bill of Quantities (Annex 1), fully priced, inclusive of 17% VAT.
- Copy of commercial registration and tax registration certificate.
- List of similar works completed within the last 3 years.
- Letter of authorization for the person signing on behalf of the company.

Bids should be submitted in two separate envelopes (technical and financial) or via the email address indicated below, clearly referencing the ITB number and project name.

#### 6. Bid Validity Period

Bids must remain valid for a period of [30] days from the closing date of this Invitation to Bid.

#### 7. Submission Deadline and Method

Bids must be received no later than 25 August 2026 at 4:00 pm Sudan local time. Bids received after this deadline will not be accepted for any reason.

Bids should be sent to our office in Damazin:

Al-Damazin – Grand Market – Al-Asal Building – 2nd Floor (South of the Agricultural Bank and north of Artillery Square).

#### 8. Bid Evaluation Criteria

| Criteria                                                          | Weight |
|-------------------------------------------------------------------|--------|
| Technical proposal and methodology compliance with specifications | 30%    |
| Experience and track record in similar works                      | 20%    |
| Overall competitive price                                         | 40%    |
| Proposed implementation timeline                                  | 10%    |

The Organization reserves the right to accept or reject any bid, and to cancel this bidding process in whole or in part, without incurring any liability toward bidders.

#### 9. Contact Point

- Name: Doha Ahmed Adam Nouredin
- Title: Procurement Manager.

- Email: [procurement@afaq-legal.org](mailto:procurement@afaq-legal.org)
- Phone: +249915201703- 0906612165

## Annexes

- Annex 1: Bill of Quantities (BOQ) - Civil Registry Centre and Civil Status Office, Damazin
- Annex 2: Supplier Pre-Qualification Questionnaire
- Annex 3: Supplier Code of Conduct
- Annex 4: Form of Bid
- Annex 5: Bid Submission Checklist
- Annex 6: Clarification and Addendum Procedure
- Annex 7: Bid Security/ Bid Bond

## ANNEX 2

### Supplier Pre-Qualification Questionnaire

Bidders must complete this questionnaire in full and submit it together with their technical proposal. Incomplete questionnaires may result in disqualification.

#### A. Company Information

|                                                         |  |
|---------------------------------------------------------|--|
| Legal Company Name:                                     |  |
| Country / Year of Establishment:                        |  |
| Registered Address:                                     |  |
| Commercial Registration No.:                            |  |
| Tax Identification No.:                                 |  |
| Legal Status (Ltd, Partnership, Sole Proprietor, etc.): |  |
| Contact Person / Title:                                 |  |
| Phone Number:                                           |  |
| Email Address:                                          |  |

#### B. Legal & Compliance

|                                                                     |  |
|---------------------------------------------------------------------|--|
| Valid business/trade license? (Yes/No, attach copy)                 |  |
| Any pending litigation or insolvency proceedings? (Yes/No, explain) |  |
| Listed on any sanctions/debarment list? (Yes/No)                    |  |
| VAT registration number:                                            |  |

#### C. Financial Capacity

|                                            |  |
|--------------------------------------------|--|
| Annual turnover - Year 1 (most recent):    |  |
| Annual turnover - Year 2:                  |  |
| Annual turnover - Year 3:                  |  |
| Bank name and branch:                      |  |
| Bank reference contact (name/phone/email): |  |

#### D. Technical Capacity

|                                                                |  |
|----------------------------------------------------------------|--|
| Total number of permanent employees:                           |  |
| Number of qualified engineers/technical supervisors:           |  |
| Key equipment owned (list):                                    |  |
| Years of experience in construction/rehabilitation works:      |  |
| Experience with donor-funded / NGO projects? (Yes/No, explain) |  |

#### E. Past Performance / References (last 3 years)

| Project Name | Client | Value | Year | Reference Contact |
|--------------|--------|-------|------|-------------------|
|              |        |       |      |                   |
|              |        |       |      |                   |
|              |        |       |      |                   |

## F. Declaration

I/We hereby declare that the information provided in this questionnaire and its attachments is true, complete, and accurate to the best of my/our knowledge. I/We understand that any misrepresentation may result in disqualification from this bidding process or termination of any resulting contract.

|                            |  |
|----------------------------|--|
| Authorized Signatory Name: |  |
| Position/Title:            |  |
| Signature:                 |  |
| Date:                      |  |
| Company Stamp:             |  |

## ANNEX 3

### Supplier Code of Conduct

By submitting a bid, the supplier/contractor agrees to comply with the standards of conduct set out below throughout the bidding process and, if awarded, during the full duration of the contract. Breach of any provision may result in disqualification, contract termination, and/or referral to relevant authorities.

#### 1. Integrity and Anti-Corruption

- The supplier shall not offer, give, or accept any form of bribe, kickback, or improper inducement to or from any person in connection with this ITB or any resulting contract.
- The supplier shall not engage in fraudulent, collusive, coercive, or obstructive practices during the bidding or contract implementation process.
- Any actual or potential conflict of interest must be disclosed to the Organization in writing without delay.

#### 2. Protection from Sexual Exploitation and Abuse (PSEA) and Child Safeguarding

- The supplier and its personnel shall not engage in any form of sexual exploitation, sexual abuse, or sexual harassment of any person, including beneficiaries, community members, or staff.
- The supplier shall not engage in any form of abuse, neglect, or exploitation of children, and shall take reasonable steps to prevent contact between unsupervised personnel and children at or near project sites.
- The supplier shall promptly report any concern or allegation of sexual exploitation, abuse, or harassment to the Organization through the contact point named in this ITB.

#### 3. Labour and Human Rights

- The supplier shall not use forced labour, child labour, or any other form of exploitative labour practice.
- The supplier shall provide fair wages, reasonable working hours, and a workplace free from discrimination and harassment.
- The supplier shall respect the right of workers to a safe and healthy working environment.

#### 4. Health, Safety, and Environment

- The supplier shall provide appropriate personal protective equipment (PPE) and ensure safe working conditions at all times on site.
- The supplier shall comply with applicable environmental regulations, including proper disposal of construction waste and debris.
- The supplier shall take all reasonable precautions to prevent accidents, injury, or damage to property during execution of the works.

## 5. Confidentiality and Data Protection

- The supplier shall treat all non-public information obtained in connection with this ITB or the resulting contract as confidential and shall not disclose it to third parties without prior written consent.
- The supplier shall protect any personal data it may access during the course of the contract in accordance with applicable data protection principles.

## 6. Compliance and Reporting

- The supplier shall comply with all applicable national laws and regulations, including those relating to taxation, labour, health and safety, and the environment.
- The supplier shall cooperate fully with any audit, investigation, or monitoring visit conducted by the Organization or its donors/funding entities.
- The supplier shall immediately notify the Organization of any breach, or suspected breach, of this Code of Conduct.

## Acknowledgement and Acceptance

I/We, the undersigned, confirm that I/we have read, understood, and agree to comply with this Supplier Code of Conduct on behalf of the company named below.

|                                   |  |
|-----------------------------------|--|
| <b>Company Name:</b>              |  |
| <b>Authorized Signatory Name:</b> |  |
| <b>Position/Title:</b>            |  |
| <b>Signature:</b>                 |  |
| <b>Date:</b>                      |  |
| <b>Company Stamp:</b>             |  |

## ANNEX 4

### Form of Bid

#### To: Afaq for Justice and Development Organization

Re: ITB-AFAQ-2026-DAMAZIN-01 - Rehabilitation and Maintenance of the Civil Registry Centre and Civil Status Office, Damazine

Having examined the Invitation to Bid, Bill of Quantities, technical specifications, and all annexes thereto, the receipt of which is hereby acknowledged, we, the undersigned, offer to execute and complete the Works in full conformity with the said documents for the following Contract Price:

|                                         |             |
|-----------------------------------------|-------------|
| <b>Total Bid Price (excluding VAT):</b> | SDG [_____] |
| <b>VAT (17%):</b>                       | SDG [_____] |
| <b>Total Bid Price (including VAT):</b> | SDG [_____] |
| <b>Amount in Words:</b>                 | [_____]     |

- We undertake, if our bid is accepted, to commence the Works within [\_\_\_] days of the notice to proceed and to complete them within the period stated in our technical proposal.
- We agree to abide by this bid for a period of [30] days from the bid submission deadline, and it shall remain binding upon us until that period expires.
- We confirm that we are not subject to any conflict of interest in relation to this ITB, and are not listed on any national or international sanctions or debarment list.
- We understand that the Organization is not bound to accept the lowest or any bid it may receive.

|                                   |  |
|-----------------------------------|--|
| <b>Authorized Signatory Name:</b> |  |
| <b>Position/Title:</b>            |  |
| <b>Company Name:</b>              |  |
| <b>Signature:</b>                 |  |
| <b>Date:</b>                      |  |
| <b>Company Stamp:</b>             |  |

## ANNEX 5

### Bid Submission Checklist

Bidders are encouraged to use this checklist to confirm their submission is complete before sending their bid. This checklist is for the bidder's own reference and does not need to be returned unless requested.

| Document                                                             | Included (Y/N) | Notes |
|----------------------------------------------------------------------|----------------|-------|
| Form of Bid (Annex 6), signed and stamped                            |                |       |
| Priced Bill of Quantities (Annex 1)                                  |                |       |
| Technical Proposal (methodology, timeline, team CVs, equipment list) |                |       |
| Copy of commercial registration                                      |                |       |
| Copy of tax registration certificate                                 |                |       |
| Supplier Pre-Qualification Questionnaire (Annex 2), completed        |                |       |
| Signed acknowledgement of Code of Conduct (Annex 3)                  |                |       |
| Bid Security (Annex 7)                                               |                |       |
| List of similar works completed in the last 3 years                  |                |       |
| Letter of authorization for signatory                                |                |       |
| Taxes and Zakat clearance                                            |                |       |

## ANNEX 6

### Clarification and Addendum Procedure

#### 1. Requesting Clarifications

- Bidders may submit written requests for clarification regarding this ITB to the contact point named in Section 9, no later than [7] days before the bid submission deadline.
- Requests must be submitted by email, clearly referencing the ITB number, and shall not be accepted by phone or in person.

#### 2. Organization's Response

- The Organization will endeavor to respond in writing to any request received within the stated timeframe.
- Where a clarification affects the substance of the ITB, the Organization will issue a written Addendum to all bidders who received the original ITB or registered interest, without identifying the source of the request.

#### 3. Status of Addenda

- Any Addendum issued by the Organization shall form an integral part of this ITB and shall be binding on all bidders.
- Where an Addendum is issued close to the submission deadline, the Organization may, at its discretion, extend the bid submission deadline to allow bidders reasonable time to respond.

#### 4. Non-Binding Communications

No verbal clarification, discussion, or representation made by the Organization or its staff, whether during a site visit or otherwise, shall be binding unless subsequently confirmed in a written Addendum.

## ANNEX 7

### Bid Security / Bid Bond Format

[To be issued on the letterhead of a recognized bank, in favour of the Organization]

**BID SECURITY No.** [\_\_\_\_\_]

WHEREAS [Bidder Name] ("the Bidder") has submitted a bid dated [\_\_\_\_\_] for ITB-AFAQ-2026-DAMAZIN-01 ("the Bid") to Afaq for Justice & Development Organization ("the Beneficiary");

We, [Bank Name], of [Bank Address], hereby irrevocably undertake to pay the Beneficiary, upon its first written demand and without cavil or argument, any sum or sums not exceeding in total SDG [“5% of the total amount”] (the "Guaranteed Amount"), upon receipt of the Beneficiary's written declaration that the Bidder has:

- withdrawn its Bid during the period of bid validity specified by the Bidder; or
- having been notified of acceptance of its Bid, failed to sign the Contract Agreement or failed to furnish the Performance Guarantee within the time specified.

This guarantee shall remain valid until [ typically bid validity + 15 days] and any demand in respect thereof must reach us on or before that date, after which it shall become null and void.

|                              |  |
|------------------------------|--|
| <b>Bank Name:</b>            |  |
| <b>Authorized Signatory:</b> |  |
| <b>Signature and Stamp:</b>  |  |
| <b>Date:</b>                 |  |