

**REQUEST FOR QUOTATION (RFQ) NO:** RI-SDN-KRT-023-099

RI Procurement department is soliciting information and pricing from responsible and qualified suppliers. **Any offer which doesn't comply with the following RFQ requirements will be automatically considered as not valid and deleted from the bidding process.**

1. Provide price quotes as detailed in the Annex No. 1. Response to RFQ should be submitted by email attachment as per the details below:
   * 1. **Attn: Receiving Offers**
     2. **Email Address:** [bid.sudan@ri.org](mailto:bid.sudan@ri.org)
     3. Subject Line: **RFQ NO:** RI-SDN-KRT-023-099

**Closing date:** 15 November 2023 **@ 12:00 Hrs. Sudan Time. Validity of offer: 60 Days**

1. If RFQ specifications require further clarification, they may be sought prior to 10 November, 2023, 12:00 Hrs Sudan time on telephone number(s) +249 12 668 0900/+249912506762 or thru Email [buram.abdulrahman@ri.org/](mailto:buram.abdulrahman@ri.org/) [sarah.were@ri.org](mailto:sarah.were@ri.org) quoting RFQ No: RI-SDN-KRT-023-099&EKKO-SUBMI&. When requesting clarifications, no reference to prices shall be made. RI is not bound or obliged to respond to queries made after the above date.
2. Offers must include: the name, address, telephone/fax/e-mail of the bidder and the name/title of the contact person. Results of the RFQ will not be made public.
3. Offers must indicate a backup plan in case any of the guards, cleaners, cooks, or drivers need to take annual or emergency leave
4. **All companies invited to participate in solicitations are requested to respond either by submitting their firm offers or by indicating their inability to participate. Such acknowledgement should be sent directly to the Receiving Officer.**
5. RI reserves the right to post details of the award of international tenders /RFQ on the RI website (www.ri.org), including details of the supplier's name and the contract value.

**General Conditions:**

1. Payment

RI payment terms which is 30 days upon receipt of invoice. No Letters or Credit allowed. Discounts to be advised if RI effects payment in less than 30 days. Each Commercial Invoice must contain detailed banking instructions. RI will not accept invoices from third parties.

1. Adjudication

Evaluation to be made on the basis of lowest price, most technically acceptable. Note that this RFQ contains no contractual offer of any kind. Any offer submitted will be regarded solely as an offer, and does not commit RI to consider any offer or award a contract through a Purchase Order. Furthermore, RI reserves the right to accept all, or part of any Offer.

1. Currency of the tender

Offers are accepted in USD or SGD. Bids received in any other currency will be deleted from the selection process.

1. Documentation

The supplier will provide the following documentation:

1. Copy of Registration document
2. Copy of Tax ID
3. At least 3 business references
4. Provide locations and Contact persons of all company offices in the country
5. Owners and CEOs ID cards

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Annex 1: RI-SDN-KRT-023-099 | | | | | | |
| **Area** | **Shift** | **Timing** | **Services** | **Monthly Salary**  **(To be paid to each staff)** | **Monthly company services charges** | **Total Amount**  **Per person per month** |
| Khartoum Town | 8 Hours | Day & Night | Guard |  |  |  |
| Khartoum Town | 8 Hours | Day | Receptionist |  |  |  |
| Khartoum Town | 8 Hours | Day & Night | Cleaner |  |  |  |
| Khartoum Town | 8 Hours | Day | Cook |  |  |  |
| Khartoum Town | 8 Hours | Day & Night | Driver |  |  |  |
|  |  |  |  |  |  |  |
| Blue Nile (Damazine + Remote locations) | 8 Hours | Day & Night | Guard |  |  |  |
| Blue Nile (Damazine + Remote locations) | 8 Hours | Day | Receptionist |  |  |  |
| Blue Nile (Damazine + Remote locations) | 8 Hours | Day & Night | Cleaner |  |  |  |
| Blue Nile (Damazine + Remote locations) | 8 Hours | Day | Cook |  |  |  |
| Blue Nile (Damazine + Remote locations) | 8 Hours | Day & Night | Driver |  |  |  |
|  |  |  |  |  |  |  |
| North Darfur (Elfasher, AlMalha, Zamzam, Saraf Omran + Field) | 8 Hours | Day & Night | Guard |  |  |  |
| North Darfur (Elfasher, AlMalha, Zamzam, Saraf Omran + Field) | 8 Hours | Day | Receptionist |  |  |  |
| North Darfur (Elfasher, AlMalha, Zamzam, Saraf Omran + Field) | 8 Hours | Day & Night | Cleaner |  |  |  |
| North Darfur (Elfasher, AlMalha, Zamzam, Saraf Omran + Field) | 8 Hours | Day | Cook |  |  |  |
| North Darfur (Elfasher, AlMalha, Zamzam, Saraf Omran + Field) | 8 Hours | Day & Night | Driver |  |  |  |
|  |  |  |  |  |  |  |
| Al Jazira (Wad Madani + Remote locations) | 8 Hours | Day & Night | Guard |  |  |  |
| Al Jazira (Wad Madani + Remote locations) | 8 Hours | Day | Receptionist |  |  |  |
| Al Jazira (Wad Madani + Remote locations) | 8 Hours | Day & Night | Cleaner |  |  |  |
| Al Jazira (Wad Madani + Remote locations) | 8 Hours | Day | Cook |  |  |  |
| Al Jazira (Wad Madani + Remote locations) | 8 Hours | Day & Night | Driver |  |  |  |
|  |  |  |  |  |  |  |
| Red Sea (Port Sudan + Remote locations) | 8 Hours | Day & Night | Guard |  |  |  |
| Red Sea (Port Sudan + Remote locations) | 8 Hours | Day | Receptionist |  |  |  |
| Red Sea (Port Sudan + Remote locations) | 8 Hours | Day & Night | Cleaner |  |  |  |
| Red Sea (Port Sudan + Remote locations) | 8 Hours | Day | Cook |  |  |  |
| Red Sea (Port Sudan + Remote locations) | 8 Hours | Day & Night | Driver |  |  |  |
|  |  |  |  |  |  |  |
| All Sudan | 8 Hours | Day & Night | Guard |  |  |  |
| All Sudan | 8 Hours | Day | Receptionist |  |  |  |
| All Sudan | 8 Hours | Day & Night | Cleaner |  |  |  |
| All Sudan | 8 Hours | Day | Cook |  |  |  |
| All Sudan | 8 Hours | Day & Night | Driver |  |  |  |

**ANNEX 2: SCOPE OF WORK**

1. **Security Guards (Office and Guest Houses)**

RI is looking for the security guard services for RI offices located in different states of the Sudan as per the given table. The security guards will be mainly responsible for the guarding services and 06 guards (02 guards for shift) deputed on the designated place for the 08 hours duty. The guard must be equipped with the proper Uniform, VHF Radio, and Small tool kit for the security purposes that will include hand light, hand held detector and working mobile phone.

**Approximate requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Location | Premises | Shift | Number of shifts | Total Numbers |
| Khartoum | **Office & Guesthouse** | **8 Hours** | **03** | **07** |
| Elfasher | **Office** | **8 Hours** | **03** | **07** |
| Elfasher | **Guest house** | **8 Hours** | **03** | **06** |
| Elfasher | **Warehouse** | **8 Hours** | **03** | **06** |
| Elfasher | **Warehouse** | **8 Hours** | **03** | **06** |
| Damazine | **Office & Guesthouse** | **8 Hours** | **03** | **06** |
| Damazine | **Warehouse** | **8 Hours** | **03** | **06** |
| AlMALHA | **Office** | **8 Hours** | **03** | **06** |
| Wad Madani | **Office & Guest House** | **8 Hours** | **03** | **06** |
| Port Sudan | **Office & Guest House** | **8 Hours** | **03** | **06** |
| Total | | | | **62** |

1. **Receptionist**

RI main offices are required one female receptionist having minimum 2 years qualification and able to operate office equipment’s and use of computer. She will be responsible to attend the visitors and coordinate with staff for the visitor information.

**Approximate requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Location | Premises | Shift | Number of shifts | Total Numbers |
| Khartoum | Office | 8 Hours | 01 | 01 |
| Elfasher | Office | 8 Hours | 01 | 01 |
| Damazine | Office | 8 Hours | 01 | 01 |
| Total | | | | 03 |

1. **Cleaners/Cook**

The cleaner and cook are mainly required for the offices, guesthouse, warehouses, and Health facilities and deputed for the 8 hours shift. The major task of cleaners is to take care of all janitorial services in the health facility.

**Approximate requirements: On need basis for all locations in Sudan**

1. **Driver**

To driver RI vehicles on the temporary or the permanent basis a highly skilled having local driving license will be require.

**Approximate requirements: On need basis for all locations in Sudan**

Signature of Supplier representative Official Stamp of Supplier.