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# ANNEX to RFQ 12/003/PZU/2023

**0. Introduction**

International Medical Corps (IMC-UK) is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. International Medical Corps is working in Sudan since 2004, providing health care services in collaboration with MoH. International Medical Corps Sudan would like to invite qualified companies to submit their detailed quotations for the provision of sat phone services. IMC has 26 stat-phones with sim cards is looking for service provider with international accreditation in Sudan

**Deadline for submission is on the 30th December, 2023, at 5:00 pm (Khartoum Time)**

## Submission Methodology

Bids must be submitted via one of the below stated options:

1. Via email to IMC secured email address:[**Tender.KRT@InternationalMedicalCorps.Org**](mailto:Tender.KRT@InternationalMedicalCorps.Org) **copying** [**cssekatawa@internationalmedicalcorps.org**](mailto:cssekatawa@internationalmedicalcorps.org)**,** [**aadekoya@InternationalMedicalCorps.org**](mailto:aadekoya@InternationalMedicalCorps.org) **and** [**alsabdalla@InternationalMedicalCorps.org**](mailto:alsabdalla@InternationalMedicalCorps.org)

## Documents to Submit

As part of this selection process please submit the following documents

**'No' to any defined essential criteria from solicitation will result in immediate disqualification** from competition, without further consideration of other bid element.

|  |  |  |
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|  | **Mandatory Documents – Requirements 100% needed** | **Answer Yes/No (Comment)** |
| **1** | **Valid Certificate of Incorporation & tax clearance certificate -** Share copies  **Must be provided at the time of Bids Submission** |  |
| **2** | **Bid validity Period** (use comment section to confirm how many days of bid validity) considering IMC requires at least 90 days |  |
| **3** | **Valid Operational Licenses as registered Civil Engineering company in Sudan-** Share copy  **Must be provided at the time of Bids Submission.** This must be valid as at the date of submission. (if expired submit proof of application for renewal |  |
| **4** | **Confirm that your company will be able to provide bank guarantees if requested by IMC** prior to being awarded the contract. (for winner vendor only, at a later stage).  **(Guarantee of advance payment return**. This guarantee represents an obligation of the bank to return advance payment if, after receiving an advance, the vendor does not perform its contractual obligations.)  **(Contract execution guarantee.** This guarantee is a security of timely delivery of goods or performance of services/works according to a contract.) |  |
| **5** | **Valid Owner Identification** (Passport or National ID of owner/authorized representative)  Preferable at bid submission stage, Mandatory at contract signature stage |  |
| **6** | **IMC Code of Conduct, filled & signed (Annex 1)**  Preferable at bid submission stage, Mandatory at contract signature stage |  |
| **7** | **IMC Master Terms & Conditions, filled & signed (Annex 2)**  Preferable at bid submission stage, Mandatory at contract signature stage |  |
| **8** | **IMC Vendor Registration Form (Annex 3)**  Preferable at bid submission stage, Mandatory at contract signature stage |  |

## Questions

If you have any specific question related to this solicitation process, please write an email to this address

[**cssekatawa@InternationalMedicalCorps.org**](mailto:cssekatawa@InternationalMedicalCorps.org)

## Reporting of Fraud and Unethical Behavior

International Medical Corps has **zero tolerance to fraud**. Please report fraud and unethical behavior:

* Make a call to our Ethics phone number [1-866-879-0419] **or**
* File a report online at Ethics Point, Inc. (<https://secure.ethicspoint.com/domain/media/en/gui/29929/index.html> ) or
* Contact [report@internationalmedicalcorps.org](mailto:report@internationalmedicalcorps.org) for further instruction.
* Reports may also be made to [compliance@internationalmedicalcorps.org](mailto:compliance@internationalmedicalcorps.org) or [legal@internationalmedicalcorps.org](mailto:legal@internationalmedicalcorps.org)

More details on International Medical Corps and our projects worldwide are available through our web site: [www.internationalmedicalcorps.org](http://www.internationalmedicalcorps.org)

**Note:** All the technical specifications/BoQ are in the excel sheet will be applied in the case of awarding a contract. Please go through each of the sheet of the Request for quotation and submit your quotes accordingly

**Signature / Acknowledgment**

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| Company Name: |
| Name and Surname of representative: |
| Date: |
| Signature: |
| Stamp: |