

**MUSLIM AID SUDAN COUNTRY OFFICE (MASCO)**

**PREQUALIFICATION OF SUPPLIERS YEAR 2019-2021**

Muslim Aid is an International Non-Governmental Organization (INGO) that has been working in Sudan since 1991 in response to conflict, drought and famine. MAS focuses on the links and integration of food security, livelihoods, health, nutrition and WASH and works in partnership with other International and local NGOs.

Muslim Aid wishes to pre-qualify suppliers of the following items, services and agents for the financial year 2019-2021.

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| **Reference Number** | **CATEGORY A: SUPPLY OF GOODS** |
| PQ/01/2019 | Supply of general office stationeries |
| PQ/02/2019 | Supply of office supplies |
| PQ/03/2019 | Supply of office furniture and fixtures |
| PQ/04/2019 | Supply and maintenance of photocopiers, scanners, computers, printers, uninterruptible power supply (UPS), laptops, software, toners and accessories |
| PQ/05/2019 | Supply of branded items and promotional materials |
| PQ/06/2019 | Supply, installation and maintenance of fire and security alarm equipment and security systems |
| PQ/07/2019 | Supply, installation and maintenance of firefighting equipment and materials |
| PQ/08/2019 | Supply of bottled water, dispensing machines and maintenance |
| PQ/09/2019 | Supply of motor vehicle parts and accessories |
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| **Reference Number** | **CATEGORY B: SUPPLY OF SERVICES** |
| PQ/10/2019 | Provision of Travel agency and ticketing services |
| PQ/11/2019 | Provision of sanitary, fumigation, pest control and cleaning services |
| PQ/12/2019 | Provision of fleet management systems including tracking services |
| PQ/13/2019 | Repair, maintenance services of generators, power stabilizers and pumps |
| PQ/14/2019 | Supply and maintenance of air-conditioning installations and services |
| PQ/15/2019 | Provision of hotel accommodation and conference facilities |
| PQ/16/2019 | Provision of legal services |
| PQ/17/2019 | Provision of garbage collection services |
| PQ/18/2019 | Provision of general and motor vehicle insurance services |
| PQ/19/2019 | Provision of security services (guards, patrols etc.) |
| PQ/20/2019 | Provision of photography and video graphic and editing, including digital communication services |
| PQ/21/2019 | Servicing, repair and maintenance of vehicles |
| PQ/22/2019 | Provision of car hire and taxi services |
| PQ/23/2019 | Cleaning and landscaping services |
| PQ/24/2019 | Carpenters/Electricians/Plumbers (Individuals and Companies) |
| PQ/25/2019 | Provision of design and layout of promotional and advertising materials and signage Services |
| PQ/26/2019 | Supply/servicing of telephone and telecommunication system |
| PQ/27/2019 | Supply of Accounting Software |

All applications will be made on a prescribed qualification of suppliers’ questionnaire for which is available from the procurement office and on the link: (<https://docs.google.com/document/d/1OvDQ32TeONwcg7rkn7dSOPt0n6lQRa5H04ekV7XFI54/edit?usp=sharing>)

Muslim Aid reserves the right to accept or reject any application in either whole or in part, and is not bound to give reasons for its decision.

Soliciting for undue advantage by any means will lead to automatic disqualification.

Completed applications either on soft through the link above or sealed envelopes stating clearly the category of item/service and marked prequalification of suppliers 2019-2021’ should be addressed and dropped at Muslim Aid offices in Al Taif any day Sunday – Thursday 8am – 5pm on or before 3rd September, 2019.

**Only successful organizations will be contacted.**

**Country Director**

**House No. 400,Block 22,Taif, Khartoum,**

**Sudan**

**Email: (*muslimaidsudanprocurement@gmail.com*)**

**Website: muslimaid.org**