

**Request for Quotation**

**for**

**Cleaning Tools and Water Treatment Materials**

**Publication reference:**

**SD-KH-00080**

**Date of publish: August 22nd, 2021**

**Deadline for submission of bid: 31st August 2021**

# A - INSTRUCTIONS TO BIDDERS

In submitting quotes, the bidder accepts in full and without restriction the special and general conditions governing this tender as the sole basis of this tendering procedure.

The bidder accepts Action Against Hunger General Terms and Conditions of Purchase by default or will include its own Sales conditions in its offer.

If the bidder wishes to point out restrictions to Action Against Hunger Purchase Terms and Conditions, such reservations should be clearly explained in a letter included in the offer.

Failure to submit a bid containing all the required information and documentation within the deadline specified may lead to the rejection of the bid.

### Preamble

Action Against Hunger tackles the causes and effects of hunger and diseases that threaten the lives of vulnerable children, women, and men.

Established in France in 1979, Action Against Hunger are a nongovernmental, non-political, non-religious, non-profit organisation.

Action Against Hunger is present in Sudan since 2018, with operational bases in Khartoum, White Nile, South Kordofan and Central Darfur states. AAH specializes in emergency interventions and implementing nutrition centric and sensitive interventions incorporated with activities for WASH, FSL, Mental Health Care Practices (when feasible) and all activities are mainstreamed with Gender and Protection.

### Purpose of the Request for Quotation

The Purpose of this RFQ is to sign a contract for the supply of Cleaning Tools for Communities, health facilities and Water Treatment Materials (as per attached table 1, 2, 3 & 4) and their possible delivery to the following locations specified by Action Against Hunger:

* AAH Warehouse in Kadugly (South Kordofan)
* AAH Warehouse in Zalingei (Central Darfur)

The RFQ aims at selecting reliable supplier(s).

Total quantities mentioned in this RFQ are estimates of Action Against Hunger’s immediate needs and may vary by twenty percent (20%): this estimation can in no case be considered as a firm order from Action Against Hunger. Under this variation, the unit prices used in the RFQ shall be applicable to the quantities procured. If not the same, bidder is requested to state what would be the difference.

**The items are listed in Table 1 and Table 2. Suppliers can quote for ALL items or SELECTED items and for deliveries to BOTH states or just ONE of the states.**

**Refer to Appendix A for Technical Specifications**

**Table 1:** Cleaning tools for communities

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Lot # 1** | **Product** | **Unit of Measure** | **Total Required Quantities** | **Quantities in Kadugly** | **Quantities in Zalingei** |
| 1 | broom with handle (locally made) | Pieces | 280 | 120 | 160 |
| 2 | Rake with handle (locally made) | Pieces | 280 | 120 | 160 |
| 3 | Baskets (locally made) | Pieces | 140 | 60 | 80 |
| 4 | Pick axe | Pieces | 42 | 18 | 24 |
| 5 | Wheelbarrow | Pieces | 42 | 18 | 24 |

**Table 2:** Cleaning tools for health facilities

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Lot # 2** | **Product** | **Unit of Measure** | **Total Required Quantities** | **Quantities in Kadugly** | **Quantities in Zalingei** |
| 1 | Broom with handle (Ready-made) | Pieces | 56 | 24 | 32 |
| 2 | Mop with handle (Ready-made) | Pieces | 40 | 24 | 16 |
| 3 | Towels small size | Pieces | 35 | 24 | 11 |
| 4 | Plastic bucket size 10 liters | Pieces | 28 | 12 | 16 |
| 5 | Plastic waste bins with cover | Pieces | 98 | 42 | 56 |
| 6 | local broom with handle | Pieces | 84 | 36 | 48 |
| 7 | Plastic bag (medium size) | roll | 42 | 18 | 24 |
| 8 | liquid hand wash soap 500 ml | Pieces | 168 | 72 | 96 |
| 9 | liquid Iodine disinfection(500ml) | Pieces | 168 | 72 | 96 |
| 10 | Ibriqs | Pieces | 84 | 36 | 48 |
| 11 | Hands sanitizer (medium size) | Pieces | 168 | 72 | 96 |

**Table 3:** WASH Minimum Package for SAM/MAM children

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Lot # 3** | **Product** | **Unit of Measure** | **Total Required Quantities** | **Quantities in Kadugly** | **Quantities in Zalingei** |
| 1 | Soap 200 g | Pieces | 8268 | 936 | 7332 |
| 2 | Jerry can 20 litres | Pieces | 2756 | 312 | 2444 |
| 3 | Plastic bucket with cover 20 litres | Pieces | 1378 | 156 | 1222 |
| 4 | laundry soap | kg | 2756 | 312 | 2444 |
| 5 | Ibriqs | Pieces | 2756 | 312 | 2444 |

**Table 4:** WASH Minimum package for HFs and communities

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Lot # 4** | **Product** | **Unit of Measure** | **Total Required Quantities** | **Quantities in Kadugly** | **Quantities in Zalingei** |
| 1 | Chlorine tablets 1.67 mgl | Tin | 56 | 24 | 32 |
| 2 | DPD1 tablets | Box | 28 | 12 | 16 |
| 3 | Chlorine pool tester | Pieces | 32 | 14 | 18 |
| 4 | Rapid bacteriological test kit(H2S) | bottle | 240 | - | 240 |
| 5 | Chlorine tablet 0.33 mgl | Carton | 27 | - | 27 |

### Questions and Clarifications

Bidders may submit questions to the following address, ideally by email (phone call will be also accepted), up to two (2) calendar days before the deadline for submission of BIDs, specifying the publication reference and the RFQ title:

**Contact name: Muhammed Usman**

**E-mail:** [**mumuhammed@sd.acfspain.org**](mailto:mumuhammed@sd.acfspain.org)

**Phone +249 (0) 91 726 6966**

Due to pandemic situation, there is no clarification meeting planned, all clarifications will be solved by mail or phone as stated in the above paragraph. All the answers to relevant question will be shared with all participants to keep full transparency during the process.

### Eligibility

Participation in RFQ is open on equal terms to any natural and legal persons or company.

However, to comply with some of Action Against Hunger’s donors’ rules, participants must clearly indicate their company’s nationality and origin of the proposed goods.

### Instructions to submit an Offer.

All the offers will be received via e-mail or hard copy application dropped at our office at this address**: Plot 47, Block 3K West Al Dum – Khartoum, Sudan**

.

The offer shall consist of a single e-mail, titled **“SD-KH-00080 – Cleaning tools for Communities, health facilities and Water Treatment Materials”**

Offers shall be sent to the following email addresses:

**To:** [**mumuhammed@sd.acfspain.org**](mailto:mumuhammed@sd.acfspain.org)

**CC: procurement-sd@sd.acfspain.org**

So that it is received no later than **August 31st, 2021 14:00 pm.**

NB: **Late proposals will not be accepted and will be returned to the Proponent or discarded.**

In addition to the bid, the bidder is also requested to provide the following:

* Valid copy of registration certificate from Sudan Trade Register,
* Copy of the ID of all company owners,
* Relevant certificates of origin of the products, composition, or expiry date, if any,

A sample of the product(s) can be requested to preselected bidders after the assessment of the offers received.

### Period of validity

Suppliers shall be bound by their tenders for a desired period of **sixty (60) days** from the deadline for submission of tenders.

Prices and conditions defined in the contract signed with the selected supplier will be valid for a minimum of two months after contract signature. If quote validity is less than 60 days, bidder must say so on their proposal / bid.

### Currency of BID

Tenders should be presented in SDG, **VAT included**. Kindly also include if transport cost (delivery to Kadugli and Zalingei) is included in price. Full payment will be made after delivery

### Language of offers and procedure.

The offers, all correspondence and documents related to the tender exchanged by the bidder and Action Against Hunger must be written in English / Arabic.

For the purposes of interpretation of the RFQ, the English version will prevail.

### Notification award and contract signature

The successful bidder will be informed in writing that its BID has been accepted (notification of award), contract will be issued, and the successful bidder(s) will sign, date, and send back the contract(s).

If the successful bidder fails to sign and send back the contract within three (3) working days, Action Against Hunger can consider after notification the award as null and void.

**After selection, and before signature of the contract, Action Against Hunger will inspect the items of the selected bidder that will be purchased for distribution. Action Against Hunger reserves the right to de-select the bidder if the capacity is deemed not to be adequate or compatible with that stated in the RFQ.**

### Delivery conditions

The total quantity of the product must be delivered or ready for inspection before the agreed date in the contract(s).

Action Against Hunger shall bear no responsibility over losses or damages of the procured products incurred during the performance period and before acceptance of said products.

It is therefore up to the supplier to insure the products if necessary.

### Quality of the product

**Quality Guarantee**

The supplier bears the responsibility to verify and certify that the goods they supply are in keeping with the conditions applicable to them.

The supplier commits to provide Action Against Hunger with goods that will not be subject to manufacturing defect, that have not been exposed to contamination or to anything causing premature wear.

# Appendix A:

# TECHNICAL SPECIFICATIONS and TECHNICAL OFFER

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Items/Commodity** | | | | | | | **Commodity specification** | | | | | | | | **Packaging** | | | | | | | | | | | | | | | |
| Item | | | | | | | Preferred | | | | | | Accepted | | Preferred | | | | | | | | | Accepted | | | | | | |
| broom with handle (locally made) | | | | | | | The long-handled brush made of leave used for sweeping. | | | | | | The long-handled brush made of leave used for sweeping. | | As per supplier preference | | | | | | | | | As per supplier preference | | | | | | |
| The product is suitable sweeping grass or fallen leaves | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rake with handle (locally made) | | | | | | | An implement consisting of a pole with a crossbar toothed like a comb at the end, or with several tines held together by a crosspiece, used especially for drawing together cut grass or fallen leaves. | | | | | | An implement consisting of a pole with a crossbar toothed like a comb at the end, or with several tines held together by a crosspiece, used especially for drawing together cut grass or fallen leaves. | | As per supplier preference | | | | | | | | | As per supplier preference | | | | | | |
| The product must be suitable for waste collection | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Baskets (locally -made) | | | | | | | a container made of leaves used for waste collection | | | | | | a container made of leaves used for waste collection | | As per supplier preference | | | | | | | | | As per supplier preference | | | | | | |
| The product is suitable for digging trench | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pick Axe | | | | | | | Itis T-shaped hand tool used for digging trench | | | | | | Itis T-shaped hand tool used for digging trench | | As per supplier preference | | | | | | | | | As per supplier preference | | | | | | |
| The product is suitable for transport waste to the final collection point | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Wheel barrow | | | | | | | A wheelbarrow is a small hand-propelled vehicle, usually with just one wheel, designed to be pushed and guided by a single person using two handles at the rear. | | | | | | A wheelbarrow is a small hand-propelled vehicle, usually with just one wheel, designed to be pushed and guided by a single person using two handles at the rear. | | As per supplier preference | | | | | | | | | As per supplier preference | | | | | | |
| The product is suitable for sweeping floors | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Broom with handle (Ready-made) | | | | | | | long-handled brush of bristles or twigs, used for sweeping. | | | | | | long-handled brush of bristles or twigs, used for sweeping. | | As per supplier preference | | | | | | | | | As per supplier preference | | | | | | |
| The product is suitable for wiping floors | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Mop with handle (Ready-made) | an implement consisting of a sponge with handle, used for wiping floors | an implement consisting of a sponge with handle, used for wiping floors | As per supplier preference | As per supplier preference | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The product is suitable for drying wiping floors | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Towel small size | A towel is a piece of absorbent fabric or used for drying or wiping a body or a surface | A towel is a piece of absorbent fabric or used for drying or wiping a body or a surface | As per supplier preference | As per supplier preference | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The product is suitable for bathroom | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Plastic bucket 10 litres | | | | | | | 10L Plastic bucket with lid, metal handle used for bathroom | | | | | 20L Plastic bucket with lid, metal handle used for bathroom | | As per supplier preference | | | | | | | | As per supplier preference | | | | | | | | |
| The product is suitable for waste collection | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Plastic waste bins with cover (medium size) | | | | | | A waste container, or garbage can used for waste collection | | | | | | A waste container, or garbage can used for waste collection | | | | As per supplier preference | | | | | | | As per supplier preference | | | | | | | |
| The product is suitable for waste collection | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Plastic bag (medium size) | | | | | Plastic bag used for waste collection | | | | | | Plastic bag used for waste collection | | | | | | As per supplier preference | | | | | | | | As per supplier preference | | | | | |
| The product is suitable for cleaning floors | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| liquid hand wash soap 500 ml | | | | liquid detergent used for cleaning floors | | | | | | liquid detergent used for cleaning floors | | | | | | | | | | As per supplier preference | | | | | | | As per supplier preference | | | |
| The product is suitable for disinfectant of surfaces and kills bacteria that can cause an infection | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| liquid Iodine disinfection(500ml) | | Iodine is used for disinfectant of surfaces and kills bacteria that can cause an infection. | | | | | | Iodine is used for disinfectant of surfaces and kills bacteria that can cause an infection. | | | | | | | | | | | As per supplier preference | | | | | | | As per supplier preference | | | | |
| The product is suitable for anal cleaning | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ibriqs | | Small plastic container used for anal cleaning | | | | | | | | Small plastic container used for anal cleaning | | | | | | | | As per supplier preference | | | | | | | | | | As per supplier preference | | |
| The product is suitable for hand disinfectant | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hands sanitizer (medium size) | | | liquid or gel, containing alcohol, that is used to clean the hands and kill infection-causing diseases | | | | | | | liquid or gel, containing alcohol, that is used to clean the hands and kill infection-causing diseases | | | | | | | | | | | As per supplier preference | | | | | | | | | As per supplier preference |
| The product is suitable for cleaning and hand washing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Soap 200 g | Soap used for cleaning and hand washing | | | | | | | | Soap used for cleaning and hand washing | | | | | | | | | | | As per supplier preference | | | | | | | | | As per supplier preference | |
| The product must be suitable for construction. Presented in a bag with marketing information on the bag stating: product name, net weight, manufacture, and expiry dates. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Items/Commodity** | **Commodity specification** | | **Packaging** | |
| Item | Preferred | Accepted | Preferred | Accepted |
| Jerry can 20 L | Plastic container with lid and cover used for water collection | Plastic container with lid and cover used for water collection | As per supplier preference | As per supplier preference |
| The product must be suitable for water storage | | | | |
| Plastic bucket with cover 20 liters | Plastic container with lid metal handle and cover used for water storage | Plastic container with lid metal handle and cover used for water storage | As per supplier preference | As per supplier preference |
| The product must be suitable for cleaning | | | | |
| laundry soap | Powered detergent soap used for cleaning | Powered detergent soap used for cleaning | As per supplier preference | As per supplier preference |
| The product is suitable for water disinfection | | | | |
| Chlorine tablets 1.67 mgl | A chemical element used for water disinfection and treatment | A chemical element used for water disinfection and treatment | As per supplier preference | As per supplier preference |
| The product is suitable for testing free residual chlorine | | | | |
| DPD1 tablets | Tablets are used to test for free chlorine | Tablets are used to test for free chlorine | As per supplier preference | As per supplier preference |
| The product is suitable for testing chlorine level at chlorinated water | | | | |
| Chlorine pool tester | A pool testing kit is used for measuring free residual chlorine and PH levels | A pool testing kit is used for measuring free residual chlorine and PH levels | As per supplier preference | As per supplier preference |
| The product is suitable for bacteriological testing | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Rapid bacteriological test kit(H2S) | Water Test Kits is ready to use simple device based on waterborne hydrogen sulphide indicator bacteria for carrying out the bacteriological examination of drinking water for the presence of faecal coliform. | Water Test Kits is ready to use simple device based on waterborne hydrogen sulphide indicator bacteria for carrying out the bacteriological examination of drinking water for the presence of faecal coliform | As per supplier preference | As per supplier preference | | | | | |
| The product is suitable for household water disinfection | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Chlorine tablet 0.33 mgl | Chlorine is chemical element for household water disinfection | Chlorine is chemical element for household water disinfection | As per supplier preference | As per supplier preference | | | | | |
|  | | | | |

# Appendix B : Supplier Questionnaire

**Company Name:**

**Publication reference: SD-KH-00080**

|  |  |
| --- | --- |
| Company Name: |  |
| Company Address: |  |
| Contact Name: |  |
| Contact Position / title: |  |
| Contact Details (Phone / Email): |  |

|  |  |  |
| --- | --- | --- |
| **Company Information:** | | |
| **1** | Is your company registered in Sudan?  **Please provide a valid copy of registration certificate from Sudan Trade Register** |  |
| **2** | Is your company part of an international company? |  |
| **Customer References:** | | |
| **5** | Please provide names and contacts of 3 customers (Humanitarian NGOs / public or private companies) to whom you have recently provided the same kind of products: | |
| 5.1 | Ref 1: | |
| 5.2 | Ref 2: | |
| 5.3 | Ref 3: | |
| **Technical Capacity:** | | |
| **6** | Do you have stocks? |  |
| **7** | Where are they located? Specify below: | |
| 7.1 |  | |
| 7.2 |  | |
| 7.3 |  | |
| **Delivery Capacity:** | | |
| **8** | Do you have your own trucks / drivers for delivery? |  |
| **9** | Or do you work on a regular basis with a transport company? (if so, please name it) |  |
| **10** | Can you commit on a deadline for delivery (with penalties in case of delay)? |  |
| **Documentation:** | | |
| **11** | Can you provide a detailed Bill of delivery? |  |
| **Financial Conditions:** | | |
| **12** | What is the validity of your offer? (ideally 60 days minimum): |  |
| **13** | Can you submit invoices in SDG? |  |
| **14** | When do you issue the invoice? |  |
| **15** | When do you expect payment? |  |

# Appendix C:

# Action Against Hunger’s

# TERMS AND CONDITIONS