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| **Name of Tender :**  **Scope of Work for Rehabilitation Water Yard at Rokero town**  **Tender Number: CRS-RFP- 54 /2021**    **Deadline Submission date:**  **11/September/2021 – 12 :00 PM**  **Please submit your bid to this email only.** [tenders.sudan@crs.org](mailto:tenders.sudan@crs.org)  **For further information please contact:**  [**p**rocurement.sudan**@crs.org**](mailto:procurement.sudan@crs.org) | **اسم العطاء: تاهيل مضخة يدوية بمنطقة روكيرو**  **رقم العطاء: CRS-RFP-54.2021**  **تاريخ انتهاء التقديم:**  **11 /سبتمبر / 2021 – 12:00 بعد الظهر**    **الرجاء ارسال عرضكم فقط على العنوان** [tenders.sudan@crs.org](mailto:tenders.sudan@crs.org)  **لمزيد من المعلومات يرجى التواصل مع:**  [**p**rocurement.sudan**@crs.org**](mailto:procurement.sudan@crs.org) |

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| **Dear Sir / Madam,**  **CRS Sudan is looking for companies to provide the items/services shown in Attachment 1 at a competitive price and with high quality.**  **General Requirements**  **1. Must Be Registered to conduct the business and in compliance with federal gouvernements tax régulations in Susan.**  **2. Experience supplying International Organizations, Non-Governmental Organizations, or large private companies will be an advantage.**  **4. CRS retains the right to reject, cancel, negotiate, amend, split and accept any offer, without consideration of the lowest offer.**  **5. This is an invitation to vendors and is not a promise or obligation that CRS will contract with suppliers through the submitted offers.**  **6. Relevant bid committee may request for physical samples of some items during evaluation process of bids.** | **سيدي / سيدتي العزيز(ة)**  **هيئة الإغاثة الكاثوليكية برامج السودان تبحث عن شركات من المهتمين بتوفير المواد/ الخدمات المشار إليها أدناه في الملحق رقم 1 بأسعار منافسة وبجودة عالية.**  **متطلبات عامة:**  **1 . يجب أن يكون مسجلا لإجراء الأعمال التجارية مع ما يتوافق ولوائح الضرائب الحكومية في السودان .**  **3 . الخبرة في تزويد المنظمات الدولية، المنظمات الغير حكومية، أو الشركات الكبيرة الخاصة ستكون ميزة.**  **4 . تحتفظ هيئة الاغاثة الكاثوليكية بالحق في رفض، إلغاء، التفاوض، تعديل، تجزئة وقبول أي عرض، دون النظر الى أدنى عرض. .**  **5. هذه دعوة للموردين وليس وعد أو التزام من هيئة الإغاثة الكاثوليكية للتعاقد مع الموردين من خلال العروض المقدمة**  **6. قد تقوم لجنة الإحالة المعنية بطلب نماذج عينية لبعض المواد اثناء عملية تقييم العروض.** |

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| **Payment Terms**   1. **Quotation should remain valid for a period of at least ninety (90) days from the submission closing date.** 2. Payment shall be made via bank cheque or wire transfer within 15 working days from the date of receiving the correct invoice. 3. Payment shall be made upon verification and acceptance of services according to contract Purchase order | **شروط الدفع**   1. يجب ان يكون العرض نافذ لمدة لا تقل عن تسعين (90) يوما من تاريخ إغلاق العطاء 2. سوف يتم الدفع شهريا عن طريق شيك او التحويل البنكى خلال خمسة عشر يوم عمل من تاريخ استلام الفاتورة الصحيحة. 3. سيتم دفع المبلغ بعد التحقق والموافقة على الخدمات وفقا للعقد او امر الشراء. |

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| **Acceptance of Payment Terms**  **Do you accept the above payment terms?**   * **Yes** * **No** | **الموافقة على شروط الدفع:**  **هل توافق على شروط الدفع اعلاه:**   * **اوافق** * **لا اوافق** |
| **Requested Information**  **The submission must include:**   * **Full legal address and contact details of the company** * **Name of company’s official owner and copy of his/her ID & passport (if available)** * **Copy of company registration certificate** * **Copy of Tax Registration Certificate** * **Reference from previous similar business experience with reference contact information.** * **Bank account information.** * **The vendor must read, sign & stamp the Attachment (2) related to CRS SUPPLIER CODE OF CONDUCT** | ***يجب تقديم ما يلي:***  ***يجب ان يتضمن التقديم ما يلي :***   * ***العنوان الكامل الصحيح وعنوان الاتصال للشركة*** * ***اسم صاحب الشركة الرسمي مع نسخة من البطاقة القومية او جواز السفر.*** * ***صورة عن شهادة تسجيل الشركة*** * ***صورة عن شهادة التسجيل الضريبي*** * ***المرجع من الخبرة في الاعمال السابقة المماثلة و معلومات الاتصال للمرجع*** * ***تفاصيل معلومات الحساب المصرفي*** * ***يجب على المقاول قراءة و توقيع و ختم الملحق(2) و الخاص بالقواعد السلوكية التي تنتهجها هيئة الإغاثة الكاثوليكية.*** |

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| **Bid Requirements**  **Offers that do not meet the following will be automatically rejected regardless of price:**   1. **Offers must be received before the stated deadline.** 2. **Offers must include all information requested above.** 3. **Unit prices must be provided for all line items. Offers that only include totals will be rejected.** 4. **Bids that include mistakes in calculations within the Bill of Quantities will be excluded from competition.** 5. **Bids must be submitted through the email address for receiving bids or through CRS tender box in Khartoum office, Al Taif, SQ23, Res.No.593. Separate bidding offers must be submitted separately. Any missing documents may cause the entire offer to be rejected. Offers can also be submitted in CRS Zalingie Office.** 6. **Offers must be clean & clear. The vendor should sign and stamp next to handwritten corrections or corrections made with whiteout.** 7. **Offers must be complete from all sides, signed, dated, and stamped on all pages.** 8. **Please note that CRS will sign a long-term contract with the selected supplier, based on unit prices, while actual quantities will be determined through purchase orders that will be issued later with awarded vendor(s) per CRS actual needs.** | **معلومات ملء العطاء**  **سوف يتم رفض أي عطاء لا يلتزم بالشروط أدناه بغض النظر عن السعر:**   1. **سيتم رفض أي طلب يقدم بعد التاريخ والوقت المحدد لقبول العطاءات.** 2. **يجب أن تتضمن العروض جميع المعلومات المطلوبة أعلاه.** 3. **جميع الاسعار يجب ان تكتب لكل بند أو فقرة على حدة، ويتم رفض العطاءات التي تحتوي على الإجمالي فقط.** 4. **سيتم استبعاد العطاء الذي يتضمن خطأ في حسابات جداول الكميات** 5. **يجب تقديم العروض من خلال البريد الإلكتروني المخصص لاستلام العطاءات او عن طريق صندوق العطاءات بمينى المنظمة بحي الطائف، مربع 23، منزل رقم 593. يجب تقديم عروض المناقصات المنفصلة بشكل منفصل. قد تتسبب أي مستندات مفقودة في رفض العرض بأكمله. بالإمكان تقديم العطاءات بمكتب المنظمه في مدينه زالنجى.** 6. **العروض يجب أن تكون نظيفة وواضحة، يجب التوقيع والختم في مكان أي تصحيح يدوي أو باستخدام قلم التصحيح الابيض.** 7. **يجب أن تكون العروض كاملة من جميع الجوانب، موقعة بتاريخ واضح ومختومة على جميع الصفحات.** 8. **يرجى ملاحظة أن هيئة الإغاثة الكاثوليكية ستقوم بتوقيع عقد طويل الأمد مع الشركة (ات ) الذي سيتم اختياره (هم) حسب أسعار الوحدة , في حين ان الكميات الفعلية سيتم تحديدها من خلال طلبات الشراء التي سيتم إصدارها لاحقا" مع الموردين الذين يتم اختيارهم و حسب الاحتياج الفعلي للهيئة.** |

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| **Delivery Instructions:**  **Complete and stamped and signed offer can be submitted by email to** [tenders.sudan@crs.org](mailto:tenders.sudan@crs.org)   1. **as PDF file. Email must indicate the number of tenders which is (CRS-RFP-54.2021) or the offer will be excluded. The file should not exceed 15 MBs and the company biography should not exceed 10 pages.** 2. **Complete and stamped and signed offer must be delivered in sealed envelope with tender number on it to CRS Sudan office located in Al Taif, SQ23, House No.593. Bids may also be submitted to CRS office in Zaligei & Rokero.** | **تعليمات التسليم:**  **يجب تقديم العطاء الكامل والمختوم و الموقع عن طريق عنوان البريد الالكتروني** [tenders.sudan@crs.org](mailto:tenders.sudan@crs.org)   1. **من خلال تقديم الملف المختوم كاملا" بصيغة PDF . يجب ان يذكر البريد الالكتروني المرسل على رقم العطاء وهو**   **CRS-RFP-54.2021.**  **وإلا سيتم استبعاد العطاء. يجب ان لا يتجاوز حجم المرفق 15 ميجابايت على ان لا تتجاوز السيرة الذاتية للشركة اكثر من 10 صفحات.**   1. **يجب تقديم العطاء الكامل والمختوم و الموقع مع كافة الوثائق المطلوبة في ظرف مغلق يكتب عليه رقم العطا (ويسلم الى مقر المنظمة في بحى الطائف، مربع 23، منول رقم 593. بالإمكان تقديم العطاءات بمكتب المنظمه في مدينه زالنجى وركرو** |

**Experience Reference List**

**قائمة مراجع الاعمال السابقة**

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|  | **Name of Organization**  **أسم**  **المنظمة** | **Name of Person**  **أسم الشخص** | **Name of Project أسم المشروع** | **Project Start Date تاريخ المباشرة بالمشروع** | **Project duration مدة تنفيذ المشروع** | **Phone Number رقم الموبايل** | **Email Address البريد الالكتروني** |
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| **Company name:**  **أسم الشركة :** |  |
| **Legal address:**  **العنوان الثابت:** |  |
| **Telephone Number:**  **رقم الهاتف:** |  |
| **Email:**  **عنوان البريد الإلكتروني:** |  |
| **Representative Name**  **اسم الممثل:** |  |
| **Business Certificate Registration Number:**  **رقم تسجيل شهادة العمل:** |  |
| **Tax registration Number:**  **رقم التسجيل الضريبي:** |  |
| **Contract duration:**  **مدة العقد :** |  |
| **Do you have partnerships with any other companies (such as shared management / staff / office / bank account)?  Do you cooperate with any other companies in preparing offers or providing of goods or services?**  **هل لديك شراكات مع أي من الشركات الأخرى ( مثل إدارة / الموظفين / المكتب حساب مشترك / البنك) ؟ هل تتعاون مع أي من الشركات الأخرى في إعداد العروض أو توفير السلع أو الخدمات؟** |  |
| **If the answer for previous question is yes, please provide details here including the names of partner companies.**  **إذا كان الجواب عن السؤال السابق نعم ، يرجى تقديم التفاصيل هنا بما في ذلك أسماء الشركات الشريكة** |  |
| **Other comments:**  **ملاحظات اخرى:** |  |
| **Experience / references for the related work of experience (Please attached any related contract, purchase order, certificate, etc.) that does not exceed 10 pages. References MUST include contact information.**  **يجب ان يحتوي على عناوين الاتصال من مراجع الخبرة**  **المرجع من الخبرة ( الرجاء ارفاق دليل من الاعمال السابقة ذات الصلة من عقود , اوراق شراء , ورقة اتمام عمل , اخرى ) لا تتجاوز عشرة اوراق.** |  |

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| **Signature**  **التوقيع** |  |
| **Date**  **التاريخ** |  |

**Attachment 1**

**cope of Work for Rehabilitation Water Yard at Rokero town**

Catholic Relief Services (CRS), an international relief and development agency, committed to the alleviation of human suffering, the development of people and fostering of charity and justice in the world irrespective of race, creed, or nationality. CRS seeks qualified **Engineering entity** to rehabilitate the Water Yard at Rokero town, including the storage tank, distribution network, supply and install submersible pump Grundfos 5A 2” in the borehole at Rokero town; review and rehabilitate the pipe network; and review and complete the existing solar energy unit to fit operating the new pump.

Location: Rokero town Long: Lat: Att.

Locality: North Jebel Mara Locality (Rokero)

State: Central Darfur State

Conditions: The bidder should have:

* Previous experience in similar engineering works and geographical areas (Jebel Mara);
* Qualified technical staff: civil engineers, construction, drilling, chemist, geologists, etc.;
* Specialized in water industry.

**Primary Functions**:

Under the overall guidance and direct supervision of CRS project **Engineer,** the bidder should supply and install submersible pump type GRUNDFOS 5A 2”, rehabilitate elevated steel water storage-tank; review and complete rehabilitation of the whole water yard and pipe network and the Solar Energy Unit.

the rehabilitation activities include but not limited to the following basic activities in the bill of quantities:

All activities should be implemented in line with guidelines and standard specifications of Water and Environmental sanitation project (WES)

General description of activities:

1. Supply and Install electric submersible pump GUNDFOS X 5A; AC/DC powered

2. Review and Rehabilitate the existing solar energy unit with all accessories and connections.

3. Retrieve the existing hand pump and install the new submersible pump.

4. Repair the elevated tank welds the broken part and renovate the painting.

5. Provide High Density Polythene pipe 2” for repairing and replace the broken sections of the pipe network.

6. Provide 100 meters cable diameter 4 mm for connecting the pump with the Solar Energy Unit.

7. Operate the pump and the whole water yard for minimum 3 days to check the quality of the work and repair any defect that appear or may happen during the test period.

Bill of quantities for rehabilitation of Water Yard at Rokero town: L*ong: 24.38938 E- Lat: 13.17399 N- Alt: ….m ASL*

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| --- | --- | --- | --- | --- | --- | --- |
| # | Description | Unit | Quantity | | Unit price SDG | Total Price |
| 1 | Supply and Install electric submersible pump GUNDFOS X 5A; discharge head 150 m; AC/DC powered | no | 1 | |  |  |
| 2 | Review and Rehabilitate the existing solar energy unit with all accessories and connections. | job | 1 | |  |  |
| 3 | Retrieve the existing hand pump and install the new submersible pump. | job | 1 | |  |  |
| 4 | Repair the elevated tank welds the broken part and renovate the painting. | Job | 1 | |  |  |
| 5 | Provide High Density Polythene pipe 2” for repairing and replace the broken sections of the pipe network. | m | 1000 | |  |  |
| 6 | Provide 100 meters cable diameter 4 mm for connecting the pump with the Solar Energy Unit. | m | 100 | |  |  |
| 7 | Operate the pump and the whole water yard and the network for minimum 3 days to check the quality of the work and repair any defect that appear or may happen during the test period. | job | 1 | |  |  |
| **Total** | | | | | |  |
| Offer validity | | | | Up to ..…………/ ……………/ 2021 | | |
| Delivery date: | | | | Maximum: ……………/ ……………/ 2021 | | |
| Name of bidder:  ……………………………………….………………………………………..  Signature:  ………………………….……………………Date: ………/………/2021 | | | | **Stamp** | | |

**Attachment 2**

**EXHIBIT B:** **SUPPLIER/ SERVICE PROVIDER CODE OF CONDUCT**

[Catholic Relief Services (CRS)](http://www.crs.org/) has committed to the principles of responsible sourcing and we expect our suppliers and service providers to fully follow the applicable contractual obligations to include CRS terms & conditions, local and relevant/otherwise applicable laws and to adhere to internationally recognized environmental, social, and corporate governance standards. We also expect our suppliers to implement these standards with their suppliers and subcontractors, as inspired by the [United Nations Global](http://www.unglobalcompact.org/) [Compact initiative,](http://www.unglobalcompact.org/) the [United Nations Guiding Principles and Human Rights](https://www.unglobalcompact.org/library/2), the [International Labour](https://www.ilo.org/declaration/lang--en/index.htm) [Organization's Declaration on Fundamental Principles and Rights at Work,](https://www.ilo.org/declaration/lang--en/index.htm) [ETI Base Code](https://www.ethicaltrade.org/sites/default/files/shared_resources/ETI%20Base%20Code%20%28English%29.pdf), and applicable

[CRS’ Policies, Procedures and Standards.](https://www.crs.org/about/compliance)

1. SOCIAL
   * Prohibit all forms of harassment, sexual harassment, [exploitation and abuse,](https://www.crs.org/sites/default/files/tools-research/safeguarding_policy_.pdf) including sexual exploitation and abuse, and [trafficking in persons](https://www.crs.org/sites/default/files/tools-research/safeguarding_policy_.pdf).1 All sexual activity with a child, defined as person under the age of 18 years, is considered sexual abuse regardless of local age of consent.
   * Have mechanisms in place to actively prevent, address, and respond to harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and trafficking in persons.
   * Support the protection of internationally proclaimed human rights and prohibit forced, bonded, and involuntary labor and child labor.
   * Do not recruit or employ children under the age of 15 years. Do not recruit or employ children under 18 years for work that is mentally or physically dangerous or interferes with schooling.
   * Treat employees with dignity and respect and supply a workplace that is safe and hygienic, complies with national laws, and is free from discrimination on the basis of race, gender, age, religion, sexuality, culture or disability.
   * Provide accessible and confidential reporting mechanisms for employees and other stakeholders to report concerns or suspicions of any forms of harassment, abuse and exploitation described above and potentially unlawful practices by management or employees.
   * Commit to protecting reporters or whistleblowers from retaliation.
   * Uphold the freedom of association and the right to collective bargaining as set out within applicable laws.
   * Ensure wages and working hours meet national legal standards.
2. GOVERNANCE
   * Abide by all applicable national and international trade laws and regulations including but not limited to antitrust, trade controls, and sanction regimes.
   * Consider business integrity as the basis of business relationships.
   * Prohibit all types of bribery, corruption, money laundering and terrorism financing
   * Forbid gifts to private or public officials that aim to influence business decisions or otherwise encourage them to act contrary to their obligations.
   * Respect the privacy and confidential information of all your employees and business partners as well as protect data and intellectual property from misuse.
   * Have data protection and managements standards in place that address data collection, safeguarding, sanitation and disposal. The data owner is aware of the data provision terms and conditions and supplies consent as per [CRS Responsible Data Values and Principles](https://www.crs.org/about/compliance/crs-responsible-data-values-principles)
   * Implement a proper Compliance Management policy and procedure, which facilitate compliance with applicable laws, regulations, and standards.

1 Refer to pages 6 and 7 of CRS’ Policy on Safeguarding for further details on prohibited exploitative conduct, including procurement of commercial sex, employment practices, and relationships with beneficiaries that are exploitative or abusive.

1. ENVIRONMENT
   * Follow all applicable environmental, health and safety regulations.
   * Promote the safe and environmentally sound development, manufacturing, transport, use and disposal of your products.
   * Ensure by using proper management policies and procedures that product quality and safety meet the applicable requirements.
   * Protect your employees’ and neighbors’ life and health, as well as the public at large against

hazards inherent in your processes and products.

* + Use resources efficiently, apply energy-efficient and environmentally friendly technologies and reduce waste, as well as emissions to air, water, and soil.

Because CRS is a recipient of numerous grants or contracts provided by governmental, public, and private donors, all suppliers and service providers are hereby notified that other donor-specific compliance measures may be included in the legal instrument through which goods or services are procured.

CRS reserves the right to conduct due diligence audits or assessments to ensure your compliance and will take reasonable steps to investigate or otherwise take appropriate action to address concerns. CRS reserves the right to terminate any relationship for non-adherence to the above mention requirements.

Should you have any concerns or suspicions of any forms of harassment, abuse and exploitation described above and in CRS’ Safeguarding Policy, illegal or improper conduct, CRS requires you to report through any of the following channels:

* + CRS Management
  + CRS Whistleblower site: <http://bit.ly/crshotline>
  + Email: [alert@crs.org](mailto:alert@crs.org)
  + Phone/Skype: 1-866-295-2632
  + Mail: (mark “Confidential") Attention: General Counsel Catholic Relief Services

228 W. Lexington Street Baltimore, MD 21201

Ensuring the principles of sustainable development in our supply chain is important to CRS. We hope that as our partner you show your commitment via compliance with your own code of conduct or company policies that embrace these standards.

In accepting business from CRS in the form of a purchase order, contract, or agreement, you are implicitly accepting your organization’s roles and responsibilities outlined in this document.

***“****CRS’ Safeguarding Policy is available at* [*https://bit.ly/crs-safeguarding-policy*](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbit.ly%2Fcrs-safeguarding-policy&data=04%7C01%7Cesther.likicho%40crs.org%7Ccce1525643354e981b6308d8742e4a6c%7Cb80c308cd08d4b07915c11a92d9cc6bd%7C0%7C0%7C637387089510654211%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=j6vY9IB1GfBdkPNa9ESXNE8Mbh%2F0Hd7wZJRUt1JZRMY%3D&reserved=0)

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| **Supplier’s Legal Name** | **Representative’s Name, Signature, Stamp** | **Date** |

CRS Sudan Program

Supply Chain