

**Invitations for bid**

**General over view of the bid**

Muslim Aid has been working in Sudan since 1990. Our Country office is based in Khartoum delivers emergency response and strategic aid programmes in Kassala, Gedaref, Al Gazira and Khartoum states.

Over the past 3 decades, we have worked with vulnerable Sudanese people including internally displaced and refugee communities through our emergency interventions. Our major interventions include Education – improving access to education and removing social barriers, Health care programmes – providing clinics for women and children, Economic Empowerment – livelihood support to rebuild independent business and agriculture, WASH – water and sanitation facilities to improve public health.

MA UK would like to invite bidders to provide their services to the following listed items for 2022 for Khartoum, Kassala, Gadarif and Al Jazeera offices based on competition. This invitation is designed to inform potential bidders of the intention to deliver the listed below items. Therefore, suppliers who are interested to work with MA UK in 2022 can submit the detailed company profile clearly stating the services to be provided.

**Categories of Items**

**Lists of material supplies MA UK inviting bidders for 2022**

1. Stationaries, Supplies and cleaning materials
2. Vehicle, Vehicle spare part, lubricants
3. Office furniture’s tools and equipment, furniture, table, chair, wood and metallic shelf
4. IT equipment’s (Laptops, Screens, Phones, Printers, scanner, IT equipment for internet and networks.
5. Sanitary items like hand sanitizer, mask
6. Basic food items, drinking water etc
7. Non-food items (NFI kits, ESK kits and Hygiene kits)
8. Kitchen items
9. Construction materials (bricks, sand, cement, straw, etc).
10. Solar Accessories and electronics accessories
11. other

**Lists of service MA UK inviting bidder for 2022**

1. Transportation (vehicle rental service etc.) and Truck transportation service
2. Internet services (installations, provisions, equipment & ICT Materials)
3. Water Supply Services (installations, provisions, maintenance and water equipment)
4. Travel and ticketing services
5. Insurance companies
6. Security Guard service
7. Office Maintenance, partition etc.
8. Hotel service
9. Printing service.
10. Auditing service
11. other

**General Requirements**

* Must be registered to conduct business and in compliance with federal government tax regulations in Sudan.
* Experience supplying International Organizations, Non-Governmental Organizations, or large private companies will be an advantage.
* Copy of company registration certificate/Copy of renewed business license
* Copy of Tax Registration Certificate
* Business Bank account details
* Company profile, if any
* Pervious experiences with other INGOs/Reference from previous similar business experience with reference contact information, if any
* Full legal address and contact details of the company
* Name of company’s official owner and copy of his/her ID & passport (if available)

**Timing and General information:**

* Relevant bid committee may request for physical samples of some items. Supplier should bring/ send the following lists of documents to ensure their legibility in the business;
* Location of the bid- Khartoum, Kassala, Gadarif and Al-Jezeera
* Please drop your full documents to MA UK Khartoum, Kassala, Gadarif or Al-Jazeera
* MA UK will review supplier document and physical conduct due diligence by visiting supplier office/working area to sign MOA with the selected suppliers.
* MA UK will receive documents from suppliers starting from the date of this bid advertised to the next 10 working days.

For more information, you can contact the following numbers:

Khartoum Office :Haidar Khatmy +00249900941520

(Address of the Muslim Aid UK Sudan office –

Al-Taif, Al-Salam Street No. 27, Square 22, House No. 400)

Aljazeera office :Ayoub Hassan +249900941504

Kassala &Gadaref office +249900941512