



**ALIGHT SUDAN COUNTRY PROGRAM
EXPRESSIONS OF INTEREST (EOI) FOR SUPPLIER PREQUALIFICATION
REFERENCE NUMBER: SPP/SUD/KRT/2023-2025
Date: 23 JANUARY 2023**

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PART I : PREQUALIFICATION PROCESS INFORMATION

1. ABOUT ALIGHT

Alight (Formerly known as American Refugee Committee) is an international humanitarian agency providing health care and clean water, shelter, protection, and economic opportunity to more than 3.5 million people in 19 countries each year. Alight is a registered INGO in Sudan, providing health care and clean water, shelter, protection, and economic opportunity since 2004. Alight sees and helps every person make meaningful change in the world – from displaced and marginalized communities in Africa, Asia, and the Americas.

2. PREQUALIFICATION PROCESS INFORMATION

To fulfill its mission and vision, Alight Sudan invites applications from companies/firms/institutions for the pre-qualification process with the possibility of entering into framework agreements. The categories of the prequalification process are as follows.

Reference No.	Supply of Goods	Reference No.	Supply of Program & NFI Items
SPP/KRT/2023/001	General Office Supplies	SPP/KRT/2023/014	NFIs- Dignity Kits, Kitchen Kits, Hygiene Kits, etc.
SPP/KRT/2023/002	Office Stationeries	SPP/KRT/2023/015	WASH Items & Construction Materials
SPP/KRT/2023/003	Printed Stationeries	SPP/KRT/2023/016	Plastic Sheets, Tarpaulin, and Tents
SPP/KRT/2023/004	Office Furniture	SPP/KRT/2023/017	Agricultural Inputs (Seeds, Farming tools & Harvesting Tools)
SPP/KRT/2023/005	IT & Electronic Equipment	Reference No.	Provision for Services
SPP/KRT/2023/006	Design, Printing, Media & Branding Materials	SPP/KRT/2023/018	Security Guard, Safety & Security Equipment
SPP/KRT/2023/007	Fuel & Oil	SPP/KRT/2023/019	Air Ticketing
SPP/KRT/2023/008	Generator & Spare Parts	SPP/KRT/2023/020	Courier Service (National & International)
Reference No.	Supply of Medical & Surgical items	SPP/KRT/2023/021	Vehicle Hiring/Transportation
SPP/KRT/2023/009	Medical Drugs & Vaccines	SPP/KRT/2023/022	Hotel Accommodation & Conferencing facilities
SPP/KRT/2023/010	Medical and Surgical Supplies, PPEs	SPP/KRT/2023/023	Internet Service, VSAT
SPP/KRT/2023/011	Medical Equipment's	SPP/KRT/2023/024	Custom Clearance Service
Reference No.	Provision for Construction Services	SPP/KRT/2023/025	Vehicle Repair & Maintenance
SPP/KRT/2023/012	Civil Construction & Interior Works	SPP/KRT/2023/026	Consultancy Services for M&E, Training, and Project Management.
SPP/KRT/2023/013	Borehole Drilling & Construction	SPP/KRT/2023/027	Other Services

Interested Alights should submit a completed EOI application form together with the following documents:

- Copy of Commercial Registration Certification
- Copy of TIN/VAT Registration Certificate/s
- Copy of Tax Clearance Certificate from regulatory authority (The year 2021)
- Financial Capability Certificates (audited books for 2019, 2020 & 2021)
- Company Profile
- Reference from previous similar UN and INGO experience with contact information (attached work completion certificates or experience letter from a minimum of two agencies)
- Experience Certificates for min. past two years in the interested domain
- License from the Ministry of Health, Medicines and Poison Board for suppliers intending to register for the medical drugs and vaccine category.

- ISO, Contractor license, professional association certificate, and any other quality assurance certificate, where applicable.

Detailed instructions and EOI registration documents can be downloaded here.

The pre-qualification process aims at understanding the supplier market and the range of available solutions required by Alight. Hence this Prequalification EOI may be the first stage of the multi-stage procurement process.

3. INSTRUCTIONS FOR APPLICATION

1. Participation is open to all interested agencies meeting the above criteria.
2. By submitting a prequalification application, the supplier fully accepts the conditions of this sale, waiving his conditions of sale.
3. Please read all instructions and conditions carefully. Ensure all relevant information and documentation are provided in full and on time. Failure to do so may result in the rejection of your application.
4. Canvassing at any stage of the prequalification process will lead to disqualification.
5. Only shortlisted suppliers will be contacted for the next stage process.
6. Submission Checklist

The following is a checklist for the ESSENTIAL documents that must be submitted by the interest companies:

<input type="checkbox"/>	Copy of Firm/Company Registration Certificate
<input type="checkbox"/>	Copy of TIN/VAT Registration Certificates
<input type="checkbox"/>	Tax Clearance Certificate or Submissions of Tax Returns up to FY 2021
<input type="checkbox"/>	Completed “Alight Prequalification Application Form”
<input type="checkbox"/>	Company Profile
<input type="checkbox"/>	Relevant Experience Certificates for the last three years.
<input type="checkbox"/>	Reference Documents from at least two I/NGO, UN agencies, etc.,
<input type="checkbox"/>	License from line ministries, professional association, or authorized distributor certificate, where applicable
<input type="checkbox"/>	Audited Financial Reports for the past three fiscal years

4. SUBMISSION DETAILS:

- Last date for submission of application: Sunday 12, February 2023, 16 HRS
- All submissions must be in the Alight Pre-qualification application form. Completed application/proposal must be delivered by hand at the Alight office located at Hose 129, Plot 8 (2nd), Al Riyadh, Khartoum, or via sending to email Procurement.krt@wearealight.org
- **The supplier must mention the Reference no. for Prequalification EOI Category on the envelope.**
- Non-conformity with all conditions mentioned could lead to exclusion from the bid.
- Late submissions will NOT be accepted.

ALIGHT reserves the Right to accept or reject any prequalification application without assigning any reason whatsoever.

Supply Chain & Logistics Department
Procurement Unit
House 129, Plot 8 (2nd), Al Riyadh, Khartoum



PART II: ALIGHT SUPPLIER REGISTRATION FORM

Completing this form is mandatory for registration as an Alight/vendor with ALIGHT Sudan. The following form contains five (5) sections and should be completed in English, preferably electronically or in BLOCK CAPITALS.

SECTION 1: Details and General Information				
1. Organisation Name:			Year of Registration:	
2. Registered Address: City: Postal Code: Country:		3. P.O. Box and Mailing Address:		
4. Telephone No.:		5. Fax No.:		
6. Email Address:		7. Website Address:		
8. Contact Name and Title:				
9. Parent Company (Full Legal Name):				
10. Subsidiaries, Associates and/or Overseas Representatives(s) – (attach a list if necessary)				
11. Type of Business (Mark one only):				
<input type="checkbox"/> Corporate / Limited:		<input type="checkbox"/> Partnership:		<input type="checkbox"/> Other partnership
12. Nature of Business:				
<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Authorised Agent	<input type="checkbox"/> Trader	<input type="checkbox"/> Consulting Company	<input type="checkbox"/> Other (Specify):
13. Year Established:		14. The Number of Full-time Employees:		
15. licensee No./State, where registered:		16. VAT No. / Tax ID:		

17. Name(s) of Owner(s) And Date (s) of Birth

18. Name(s) of Board of Directors(s) And Date (s) of Birth

SECTION 2: Financial Information

19. Bank Name: Address:	Swift / BIC Address:
20. Bank Account Number:	Account Name:

SECTION 3: Technical Capability and Information on Goods / Services Offered
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21. Quality Assurance Certification (e.g., NMBP, WHO, ISO 9000 or equivalent): (Please provide a copy of your most recent Certification)
22. Offices / Representation (Towns where you have local Offices / Representation):

23. List below (Max) up to fifteen (15)* of your core Goods / Services offered:		
Code	Description (One Line for Each Item)	National / International Quality Standard to which the Item Conforms
<i>*Please attach a product list if you offer more than 15 products.</i>		

SECTION 4: Experience

24. Recent Contracts with International Aid Organisations and/or the United Nations (List):

Client organization	Contact	Phone No.	E-mail Address	Details of contract

SECTION 5: Other

25. Please list any disputes between you and an International Aid Organisation and the United Nations over the last 3 years:

26. Certification:

I, the undersigned, hereby confirm that the information provided in this form is correct. In the event of any changes to this information, correct details will be provided as soon as possible:

Name:

Functional Title:

Signature:

Date:

Please return this completed form with mandatory documents listed in Part I via email to **ALIGHT Sudan's main office, House 123, Plot 8 (2nd), Al Riyadh, Khartoum, or email to Procurement.krt@wearealight.org**

For inquiries regarding the EOI, please contact ALIGHT Sudan via email at Procurement.krt@wearealight.org or Telephone (+249) 0900153431 during office hours.

Thank you for your time and effort.

