

## Office Moving ToR

CARE International in Sudan (CIS) is an independent developmental and humanitarian organization and one of the world's leading international humanitarian agencies working in Sudan, currently implements significant projects and provides life-saving humanitarian assistance with a particular focus on women and girls. CARE currently maintains an operational presence in six states in East Darfur, South Darfur, South Kordofan, Gedarif, Kassala and beside the Country office in Khartoum State. CIS registered with the Ministry of Welfare and Social Security (License number is # 1066 dated 29/04/2022) and has a signed Country Agreement with Humanitarian Aid Commission (HAC) which governs the humanitarian work.

- 1- CIS is looking for reputable professional moving company to move its office from the current location Nile Tower, 2nd Floor, Building 20, Block 10, Mamoun Behairy Street, Khartoum, Sudan, to a new location in House No 13, Street 27, Block 12, Amarat, Khartoum, Sudan.
- 2- The moving company is responsible from moving **ALL items** inside office and stated in the attached list # 1.
- 3- The moving company is required to provide an inclusive cost for the whole process and identify the time required for that.
- 4- The moving company is responsible from the following activities.
  - Disassemble and set-up furniture and equipment's inside CIS office, as required or requested by the organization.
  - Respond to inquiries and requests from focal person in a professional manner.
  - Protect all furniture and equipment's from damage through established best practices.
- 5- Moving company will be responsible from any damaged items and need to replace that it for the Organization.

End..