

Request for Tenders

Saferworld is an independent non-governmental organisation that works to prevent violent conflict and build safer lives. We work with civil society, governments and international organisations to encourage and support effective policies and practices through advocacy, research and policy development, and through supporting the actions of others.

Saferworld– Sudan in order to achieve its humanitarian goals is requesting **proposals** for the provision of **air ticketing services** for its office located at: House Number 12 Block 9H, Street 27, Amarat. Khartoum, Sudan from your company/business firm. The aim of this bidding process is to engage service providers a framework agreement for 1-2 years for the provision of the services upon SW request.

Bid reference Number	SW-2023-BID-002
Date RFQ sent out:	22 nd February 2023
Closing Date:	28 th February 2023 extended to 09 th March 2023 and corrected below
Delivery of Bids	Bid documents should be submitted in a sealed envelope labelled with the reference number to House Number 12 Block 9H, Street 27, Amarat area, Khartoum, Sudan.
Items required by (date):	01 st April 2023 – 31 st March 2024
Delivery Address:	House Number 12 Block 9H, Street 27, Amarat area, Khartoum, Sudan
Payment terms	100% upon delivery and conformity with the required specifications

Applications from reputable, duly registered companies/providers are welcomed for the following items;

Number	Item Description
SW-2023-BID-FA-001	Purchase International and domestic air tickets for Saferworld (SW) upon request.

*** for enquiries: Bidders are welcome to visit SW office for enquiries from **10am-3:30pm Sunday – Thursday** or bidders email their enquiries to: melkhalifa@saferworld.org.uk

Submission of offers: The bid document should be submitted in a **sealed envelope** labelled with the reference number on each bid document to the following address: House Number 12 Block 9H, Street 27, Amarat. Khartoum, Sudan

Terms and conditions:

Interested companies are invited to submit their expression of interest which must include;

- The company profile with proven experience in the relevant field
- Copies of company's registration certificate, and tax certificate
- Company's contact details (Address, Telephone, Email)
- Proof of past performance with contact Address

- List of current clients.
- The tickets prices should be inclusive of all applicable taxes – same as airlines prices with no additional costs.
- Proof of financial capability- Audited books of Accounts, Financial Reports and or bank statement. The company is able to provide the service on credit basis; especial payment terms should be illustrated on the document.
- The selected company will provide SW with an opportunity to make wise decision on best airline to travel by giving wide range of airline booking to choose from.
- The selected company/firm will Provide speedy response to SW requests and queries.

Deadline: The closing date for the submission of the bid document is the **09th 2023 at 04pm Sudan local time.**

Contact the following address for further information: Operations department of Saferworld, House Number 12 Block 9H, Street 27, Amarat. Khartoum, Sudan

Evaluation criteria: *bidders who are registered and passed the administrative criteria's will be evaluated against: **Delivery lead-time, ability to purchase air tickets for SW with no additional charges (airlines prices), experiencspecialization in related field of services, provide the tickets as per the airline cost with no additional charges.***

Supplier confirmation of offer		Supplier signature and stamp
Company name		
Name		
Title		
Phone Number		
Email address		
Physical Address		
Bid validity (Days)		

NB: emailed bids are not accepted.