1. Introduction

**International Medical Corps** is a global, nonprofit, humanitarian aid organization dedicated to saving lives and relieving suffering by providing emergency medical services, as well as healthcare training and development programs, to those affected by disaster, disease or conflict

The IMC is currently working in Damazine, Genina, Zalingi Golo, Omdurman, Atbara, Kaduguli, Kosti and in Port Sudan. The regular sectors in IMC Sudan are Health and Mental health. IMC is looking for interested reputable companies to  submit their offers supported with copy of valid specialized certificates to  [tender.krt@internationalmedicalcorps.org](mailto:tender.krt@internationalmedicalcorps.org) with subject line **“Provision of unarmed security guards services for 1 year for guarding IMC premises in  Sudan-03/002/PZU/2024** .



1. Selection Process:  Deadline for submission is Thursday 18/04/2024, 12:00 pm Sudan Local Time

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| --- | --- | --- |
| Evaluation phase | Start Date | End Date |
| Request for Proposal | 1/4/2024 | 1/4/2024 |
| Time for preparing bids | 11/4/2024 | 16/4/2024 |
| Deadline for Submission | 18/4/2024 6:00 pm Sudan Local Time | 18/4/2024 6:00 pm Sudan Local Time |
| Bid Opening Date | 21/4/2024 1.30 pm | 21/4/2024 3:00 pm |
| Bid Evaluation | 22/4/2024 | 25/4/2024 |
| Contracting | 1/5/2024 | 1/4/2024 |

1. Submission Methodology

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| Physically at this address in Port Sudan in a dedicated tender box upon signature of a tender logbook  IMC Sudan Office Transit Area  Building No. 02, Square 05, Transit area, Port-Sudan, Sudan  Office working hours:       7:30 am – 3.30 pm Sunday to Thursday |

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| Electronically at this secured email address:  [tender.krt@internationalmedicalcorps.org](mailto:tender.krt@internationalmedicalcorps.org) cc [cssekatawa@internationalmedicalcorps.org](mailto:cssekatawa@internationalmedicalcorps.org)  IMC Sudan Office  Building No. 02, Square 05, Transit area, Port-Sudan, Sudan |

The document to be submitted as part of this selection process can be sent through TWO DIFFERENT MODALITIES:

1. Documents to Submit

As part of this selection process please submit the following documents:

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| --- | --- |
| **DOCUMENT** | **CATEGORY** |
| **INSTRUCTIONS**  Signed and stamped | Mandatory at Bid Evaluation stage |
| **RFQ for provision of Security and guarding services**  Filled in with item and prices, signed and stamped | Mandatory at Bid Evaluation stage |
| **Vendor Registration Form**  Filled in, signed and stamped | Mandatory at Contract Signature stage |
| **Vendor Code of Conduct**  Signed and stamped on all pages | Mandatory at Contract Signature stage |
| **Master Terms and Conditions**  Signed and stamped on all pages | Mandatory at Contract Signature stage |
| **Legal registration of the company**  Valid for at least 90 days from the day of bid submission | Mandatory at Contract Signature stage |
| **ID of the company owner/owners**  Valid for at least 90 days from the day of bid submission | Mandatory at Contract Signature stage |
| **VAT Registration or VAT Exemption**  Valid for at least 90 days from the day of bid submission | Mandatory at Contract Signature stage |

1. Questions

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| [cssekatawa@internationalmedicalcorps.org](mailto:cssekatawa@internationalmedicalcorps.org)  Charles Ssekatawa – Operations Manager  Keeping in CC [aadekoya@InternationalMedicalCorps.org](mailto:aadekoya@InternationalMedicalCorps.org)  Adetola Adekoya – Snr Supply Chain Manager |

If you have any specific question related to this selection process please write an email to this address.

1. Selection criteria

The IMC is committed to running a fair and transparent process and ensuring that all bidders are treated and assessed equally during this process. Offers will be evaluated against three weighted categories of criteria: Essential Criteria, Capability Criteria and Sustainability Criteria,

1. Vetting

 Successful bidders must be successfully vetted. The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the process is proved to be incorrect during the vetting process (or at any other point), The IMC may rescind their award decision.

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| Evaluation phase | Methodology for evaluation | Weight | Min Scoring | Max scoring | Additional information |
| **TECHNICAL EVALUATION** Clean Track Record | Progressive scoring based on recommendation he company attached reference | 20% | - | 20 |  |
| **TECHNICAL EVALUATION** Experience with provision of guarding and security services | Scoring as a result of a visit sheet completed during visit to vendor premises | 40% | - | 40 |  |
| **FINANCIAL EVALUATION** Competitive price | Progressive scoring on number of items with lowest price across the whole list | 20% | - | 20 |  |
| **Proper documentation EVALUATION** | Progressive scoring depending on for how long the company can fix price | 20% |  | 20 |  |
| **FINAL EVALUATION** | Ranking considering vendor having the highest number of points across the different evaluation phases | 100% | - | 100 |  |

Name of company Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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