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SAMPLE

***Request for Quotation***

**To whom it may concern:**

CATHOLIC RELIEF SERVICES (CRS), an American non-governmental humanitarian organization, extends invitations to private Business in Sudan to submit tender for procurement and delivery of the following goods/service.

***[Please note: Only include bids for items with the specifications listed below.***

Groundnut Deshelling Machine قشارة فول سودانى

|  |  |
| --- | --- |
| Name | Diesel engine deshelling machine |
| QTY | 4 |
| Type | Agriculture machine |
| Application | Groundnut shell remover |
| Function | Deshell groundnuts |
| Usage | Hard Shell Remove |
| Diesel engine | 18HP |
| Feature | High Efficiency |
| Product name | Shell Removing Machine |
| Capacity | 300-400 Kg/h |
| Suit for | Peanut(groundnut) Threshing |
| Product Keywords | groundnut deshelling machine, groundnut sheller machine, dry bean sheller |

***Delivery: Please note that delivery of tedder items is*** Habilla and Forobarnaga- West Darfur.

|  |  |
| --- | --- |
| ***[Please note: CRS does not prefer advance payments. Vendors may place tender for some or all of the items listed. CRS retains the right to selectively delete items from this list at our discretion at the time of purchase.]*** | |
| Tender must be received by \_E mail\_\_\_\_ at: | [Procurement.sudan@crs.org](mailto:Procurement.sudan@crs.org) or hand delivery to CRS Office El Taif Block 23 House 393 El Nakheel street closed to Housh El samak or submit offer in CRS Office- Habila |
| Goods must be received no later than: | 07 December 2020 @ 01: pm |
| ***[Please note: The issuance of this invitation does not constitute an award commitment on the part of CRS, nor does it commit CRS to pay for the costs incurred in the preparation and submission of a bid.]*** | |
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|  | |

***TENDER FOR BIDS PROCEDURE***

SAMPLE

**The tender must include:**

1. The following information about the item (s) to be tendered:
2. Freight forwarding/ Country of Origin information (if equipment needs to be imported)
3. Additional customs /VAT fees, *listed separately from the actual price*
4. Payment requirements
5. Delivery schedule for all goods listed
6. The CRS PRF #
7. Vendor’s Fiscal Code

**Procedure for submitting the tender:**

1. Tender must be submitted on company letterhead/pro forma and be signed by an authorized official.
2. Tender may be submitted in a sealed envelope to CRS Office
3. Tender must be submitted by 01:00 pm of the last day of the competition.
4. Tender must include all of the information listed above.
5. If you need more information, please send your enquiry to [prcourment.sudan@crs.org](mailto:prcourment.sudan@crs.org)

***[Please note: If a tender is missing any of this information, CRS may disqualify it from the tender process.]***

**CRS will:**

1. Make a decision regarding the vendor on a basis of the best combination of the following factors:

**•Price • Quality • Terms of payment • Delivery schedule**

1. Reserve the right to reject any and all bids received.
2. Review all tenders by an internal Tender Review Committee.
3. Respond to all tenders by e mail or by phone within one week of the deadline and once all the necessary CRS internal procedures have been completed.
4. Reserve the right to make changes to the above-specified quantities, up until the time that the final awards are concluded.
5. Following the ensuing terms of payment for the commodities, complete a bank transfer to the account specified by the supplier upon completing the services*.* Payments will be made in Sudan.

Thank you

Supply Chain

CRS- Sudan Program