

## INVITATION TO TENDER

TO:

<b>Date of issue:</b>	13 April 2025
<b>Tender no.:</b>	GED 25030
<b>Contract title:</b>	Supply of Dignity and Hygiene Kits
<b>Closing date:</b>	04 May 2025 at 15:00
<b>Tender opening:</b>	07 May 2025 at 09:00
<b>Contracting Authority:</b>	Norwegian Church Aid – Gedaref – Al Metamer Area  Contact person: Nasraddin Almardi Tel: +249123554315 Email: <a href="mailto:p.s.u@nca.no">p.s.u@nca.no</a>

### NORWEGIAN CHURCH AID INVITES YOU TO TENDER FOR SUPPLY AND DELIVERY OF DIGNITY AND HYGIENE KITS

Please find enclosed the following documents, which constitute the tender dossier:

**A – Instructions to tenderers**

**Annex 1: Tender Submission form** (to be completed by the tenderer)

**Annex 2: General Terms and Conditions for Supply Contracts**

**Annex 3: Code of Conduct for Contractors**

If this document is a PDF format, upon request a complete copy of the above documents can be forwarded in a WORD format for electronic completion. It is forbidden to make alterations in the text.

We should be grateful if you would inform us by email of your intention to submit or not a proposal.

## A. INSTRUCTIONS TO TENDERERS

### A.1. Scope of supply

The subject of the contract is the supply by the tenderer of the following supplies:

Item	Description	Unit	Quantity	Required delivery
1	Sanitary pads, size 3, 8 pieces per pkt (Ultra Max Night)	PCs	5775	
2	Underwear (cotton 100%) good quality (different sizes)	PCs	5025	
3	Toothpaste (120ml, Signal)	PCs	2050	
4	Toothbrush (Abukalaiwa brand)	PCs	3350	
5	Bathing soap, Lifebuoy (125 mg)	PCs	3900	
6	Torch, solar powered (KINGLION SNK 404)	PCs	1300	
7	Laundry soap (180 gm), white bars	PCs	5600	
8	Sandals, LUOFOU, best quality (250 pairs from size 37, 390 pairs for size 38, 360 pairs from size 39 and 300 pairs from size 40)	Pair	1300	
9	Plastic comp, big size	PCs	1300	
10	Cloth fabricated bag, size 40cmx40cm with NCA actalliance logo	PCs	1300	
11	Heavy plastic bucket, 10 litre capacity with NCA logo	PCs	1300	
12	Medium petroleum jelly (Vaseline 250 ml)	PCs	1300	
13	Bathing towel, medium size good quality	PCs	1300	
14	Tobe (Hazaz), heavy material, first level	PCs	1300	
15	Scarf (Kandaka)	PCs	1300	
16	Jerry can. Type: Plastic, 20 litre capacity, weight 180-gram average, thickness 0.6mm and minimum corner thickness 0.5mm inner diameter of cap. Minimum 30mm material manufactured of food grade LDPE, should not contain toxic elements. Colour transparent white, painted with NCA actalliance Caritas International logos	PCs	750	
17	Ebriq, plastic jug 2 litre capacity with beak, multi-use (WASH-rooms, Ablution etc...)	PCs	375	
18	Plastic bucket with metal handle and lid 20 litre capacity painted with NCA, actalliance and Caritas International logos	PCs	375	
19	Laundry detergent (powder soap) good quality size 1kg	Bag	750	
20	Luv Lap Adaptable 2 in 1 potty training seat for 1+ year child.	PCs	375	
21	Plastic basin for washing clothes (size 56 cm)	PCs	375	
22	Laundry soap, carton of 40PCs 180 gm	Carton	70	

The supplies to be purchased are for use by the Contracting Authority in its WASH/GBV Program in Sudan. The tenderer can submit a tender for one, several or all lots.

#### a) Delivery

The above supplies shall be delivered to DAP NCA Gedaref Warehouse as per above required delivery time.

#### **A.2. Cost of Tender**

The tenderer shall bear all costs associated with the preparation and submission of his tender and the Contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

#### **A.3. Clarification of tender documents and additional information**

Tenderers may submit questions in writing at the latest on the date specified in the timetable in article A.4, specifying the tender no., and the contract title. Information regarding interpretation of this Invitation to tender must be requested in writing to the Contracting Authority's contact person.

Tenderers are not allowed to approach the Contracting Authority for verbal clarification.

Any clarification of the tender dossier given by the Contracting Authority will be submitted to all tenderers at the latest on the date specified in the timetable. If the Contracting Authority provides additional information on the tender dossier, such information will be sent in writing to all other prospective tenderers at the same time.

**Any prospective tenderer seeking to arrange individual meetings during the tender period with either the Contracting Authority and/or any other organisation with which the Contracting Authority is associated or linked may be excluded from the tender procedure.**

#### **A.4. Planned timetable**

The Contracting Authority reserves the right to alter the dates and time in the following timetable, in which case all tenderers will be informed in writing and a new timetable will be provided.

	<b>Date</b>	<b>Time</b>
Deadline for request for any clarifications from the Contracting Authority	03 May 2025	15:00
Last date on which clarifications are issued by the Contracting Authority	24 April 2025	15:00
Deadline for submission of tenders (closing date)	04 May 2025	15:00
Tender opening session	07 May 2025	09:00
Contract award	11 May 2025	12:00
Contract start	12 May 2025	08:00

All times are in the time zone of Sudan

#### **A.5. Eligibility and qualification requirements**

Tenderers are not eligible if they are in one of the situations listed in article 15 of the General Terms and Conditions for Supply Contracts.

Tenderers shall in the Tender Submission Form attest that they meet the above eligibility criteria. If required by the Contracting Authority, the tenderer, which tender is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility through certificates issued by competent authorities in its country of establishment or operation, or, if such certificates are not available, through a sworn statement.

Tenderers are also requested to certify that they comply with the Code of Conduct for Contractors.

To give evidence of their capability and adequate resources tenderers shall provide the information and the documents requested in the tender dossier.

**A.6. Exclusion from award of contracts**

Contracts may not be awarded to tenderers who, during the procurement procedure:

- (a) are subject to conflict of interest; and/or
- (b) are guilty of misrepresentation in supplying the information required as a condition of participation and eligibility in the tender procedure or fail to supply this information.

**A.7. Language of Tenders**

The tenders, all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in English or Arabic. Supporting documents and printed literature furnished by the tenderer may be in local language.

**A.8. Documents comprising the Tender**

The tenderer shall complete and submit the following documents with his tender:

- a) Tender submission form (Annex1) with supporting documents

The following documents shall in addition be submitted with the tender

- b) Tenderer's company registration certificate
- c) Tenderer's company Tax certificate

**A.9. Price**

The price quoted by the supplier shall not be subject to adjustments except as otherwise provided in the conditions of the Contract.

Price shall be quoted in SDG

The Contracting Authority will pay the successful supplier for each purchase order issued and supplies delivered in accordance with the terms of this Tender dossier, a sum which shall be based on the supplies ordered by the Contracting Authority and delivered by the successful supplier, at the price specified in the Contract.

The Contractor guarantees that the price specified in this Tender dossier, is the maximum price that shall remain firm and shall not be increased during the entire term of the Contract, provided however, that in the event that the successful supplier is able to offer the Contracting Authority a discounted price on placement of bulk contracts, the unit price shall be reduced for specific contracts.

By signing this Contract, the Contractor certifies that the Contracting Authority, for transactions resulting from this Tender dossier is not being charged more than other clients for similar supplies and similar bulk orders and within similar circumstances.

**VAT and/or any sales tax applicable to the purchase of supplies shall be indicated separately in the Quotation Submission Form.**

**A.10. Validity**

Tenders shall remain valid and open for acceptance for (15) days after the closing date for the submission of tenders.

Prior to the expiry of the original tender validity period, the Contracting Authority may ask tenderers in writing to extend this period. Tenderers that agree to do so will not be permitted to modify their tenders. If they refuse, their participation in the tender procedure will be terminated.

#### **A.11. Submission of tenders and closing date**

Tenders must be received at the address mentioned below by hand or post not later than the closing date and time specified in the timetable article A.5. Any tenders received after that time will not be considered. Tenders shall be submitted in a sealed envelope bearing the following information:

NORWEGIAN CHURCH AID – GADAREF OFFICE

Al Matamer Area

Attention: Naserldin Al Mardi

Tender receipt: 04 May 2025 at 15:00

Tender no.: GED 25030

#### **NOT TO BE OPENED BEFORE THE TENDER OPENING SESSION ON 07 MAY 2025 AT 09:00**

All tenders must be submitted in one original, copy signed

No tender may be changed or withdrawn after the deadline has passed.

#### **A.12. Tender opening and evaluation**

Tenders are invited to attend the tender opening. Tenders are requested to advise the contact person, at least one day in advance of the tender opening if they will attend.

Tender opening will take place at NCA Gedaref office above address at the time and date specified in article A.4. Tenderer's representatives who are present shall sign a register indicating their attendance.

At the tender opening, only the tenderers' names, the total amount of the tenders and any discount offered will be read aloud and recorded.

Prior to the detailed evaluation of the tenders, the evaluation committee, (established by the Contracting Authority for the purposes of this tender procedure), shall ascertain whether the tenders meet the eligibility requirements; have been properly signed, are substantially responsive to the tender documents; have any material errors in computation; and are otherwise generally in order.

If a tender is not substantially responsive i.e. it contains material deviations from or reservations to the terms, conditions and specifications in the tender dossier, it shall not be considered further.

After analysing the substantially responsive tenders, the evaluation committee will examine the technical admissibility of each tender, classifying it as technically compliant or non-compliant. Deviations from the specifications may be considered if deemed to be in the best interest of the Contracting Authority.

Tenders determined to be substantially responsive and technically compliant will be checked by the evaluation committee for any arithmetic errors. Where there is a discrepancy between the amounts in the figures and words, the amount in words will govern. Where there are discrepancies between the unit price and the line item total, derived from multiplying the unit rate by the quantity, the unit rate as quoted will govern. If a tenderer refuses to accept the correction, his tender will be rejected.

#### **A.13. Award of Contract**

The Contracting Authority will award the contract to the tenderer whose tender has been determined to be substantially responsive to the tender dossier and technically compliant, and who has offered the lowest price, provided further that the tenderer has demonstrated the capability and resources to carry out the contract effectively.

The Contracting Authority aims to purchase goods that minimise the environmental impact. Therefore, NCA reserves the right to choose a Supplier based on environmentally sustainable criteria such as packaging, life span, durability, availability of spare parts, recyclability, etc. over quotations that do not meet these standards.

The Contracting Authority reserves the right to accept all or part of your quotation, whichever is in its best financial interest.

**A.14. Signature and entry into force of the Contract**

Prior to the expiration of the period of the tender validity, the Contracting Authority will inform the successful tenderer in writing that its tender has been accepted and inform the unsuccessful tenderers in writing about the result of the evaluation process.

Within (3) days of receipt of the contract, not yet signed by the Contracting Authority, the successful tenderer must sign and date the contract and return it to the Contracting Authority. On signing the contract, the successful tenderer will become the Contractor, and the contract will enter into force once signed by the Contracting Authority.

If the successful tenderer fails to sign and return the contract within the days stipulated, the Contracting Authority may consider the acceptance of the tender to be cancelled without prejudice to the Contracting Authority's right to claim compensation or pursue any other remedy in respect of such failure, and the successful tenderer will have no claim whatsoever on the Contracting Authority.

**A.15. Cancellation for convenience**

The Contracting Authority may for its own convenience and without charge or liability cancel the tender process at any stage.

## ANNEX 1: TENDER SUBMISSION FORM

Submitted by (name of company):	
Contact Person:	

### PRICE SCHEDULE (Price and currency to be inserted by tenderer)

Item	Description of supplies	Unit	Qty	Currency: SDG	
				Unit Price incl. VAT DAP	Total Price incl. VAT DAP
1	Sanitary pads, size 3, 8 pieces per pkt (Ultra Max Night)	PCs	5775		
2	Underwear (cotton 100%) good quality (different sizes)	PCs	5025		
3	Toothpaste (120ml, Signal)	PCs	2050		
4	Toothbrush (Abukalaiwa brand)	PCs	3350		
5	Bathing soap, Lifebuoy (125 mg)	PCs	3900		
6	Torch, solar powered (KINGLION SNK 404)	PCs	1300		
7	Laundry soap (180 gm), white bars	PCs	5600		
8	Sandals, LUOFOU, best quality (250 pairs from size 37, 390 pairs for size 38, 360 pairs from size 39 and 300 pairs from size 40)	Pair	1300		
9	Plastic comp, big size	PCs	1300		
10	Cloth fabricated bag, size 40cmx40cm with NCA actalliance logo	PCs	1300		
11	Heavy plastic bucket, 10 litre capacity with NCA logo	PCs	1300		
12	Medium petroleum jelly (Vaseline 250 ml)	PCs	1300		
13	Bathing towel, medium size good quality	PCs	1300		
14	Tobe (Hazaz), heavy material, first level	PCs	1300		
15	Scarf (Kandaka)	PCs	1300		
16	Jerrycan. Type: Plastic, 20 litre capacity, weight 180-gram average, thickness 0.6mm and minimum corner thickness 0.5mm inner diameter of cap. Minimum 30mm material manufactured of food grade LDPE, should not contain toxic elements. Colour transparent white, painted with NCA actalliance Caritas International logos	PCs	750		
17	Ebriq, plastic jug 2 litre capacity with beak, multi-use (WASH-rooms, Ablution etc...)	PCs	375		
18	Plastic bucket with metal handle and lid 20 litre capacity painted with NCA, actalliance and Caritas International logos	PCs	375		
19	Laundry detergent (powder soap) good quality size 1kg	Bag	750		
20	Luv Lap Adaptable 2 in 1 potty training seat for 1+ year child.	PCs	375		
21	Plastic basin for washing clothes (size 56 cm)	PCs	375		
22	Laundry soap, carton of 40PCs 180 gm	Carton	70		
<b>Subtotal price DAP NCA Gedaref</b>					
<b>VAT 17% included in the DAP</b>					
<b>Total price DAP NCA Gedaref</b>					

Information required by the Contracting Authority:	Information to be entered by tenderer in the below columns:
<b>Delivery date</b>	
Delivery time to final destination	days

Company information	
Parent company (legal name)	
Street name and no.	
City	
Postal code	
Country	
Phone no.	
Email	
Website	
Sales Manager (name)	
Director (Name)	
Other contact (Title and Name)	
Does your company have CSR related policies in place – e.g. health and safety policy, HR policy, staff policy, energy policy, climate policy or is a member of Global Compact. Please state which policies.	
Is your company e.g. ISO 26000/50001/14000 certified or SA8000 certified? Please state which.	
Does your company have a Code of Conduct?	

General company information)	
Year of Establishment	

References				
Name and country of customer	Type of contract	Value	Contact name	Phone and email

After having read your Invitation to Tender no. GED 25030 for supply of Hygiene and Dignity Kits dated 08 April 2025 and after having examined the Tender Dossier, I/we hereby offer to execute and complete the Contract in conformity with all conditions in the Tender dossier for the sum indicated in our financial proposal. On behalf of the company, we hereby;

- Accept, without restrictions, all the provisions in the Invitation to Tender including General terms and Conditions for Supply contracts, with annexes.
- Provided that a contract is issued by the Contracting Authority we hereby commit to furnish any or all items at the price offered and deliver same to the designated points within the delivery time stated above.



- Certify and attest that we meet the eligibility criteria of article stated in the Instructions to Tenderers.
- Certify and attest compliance with the Code of Conduct for Contractors in Annex 4.

The above declarations will become an integrated part of the contract and misrepresentation will be regarded as grounds for termination.

- In the event the contract is awarded to us, we request that payments under the contract be made to the following account: [insert all necessary references].
- Our tender is valid for a period of (     ) days after the closing date in accordance with instructions to tenders.

Any subsequent Contract related to this Proposal will be subject to the Contracting Authorities General Terms and Conditions for Supply Contracts and the Code of Conduct for Contractors available through the below link. Printed versions are available on request.

<https://www.kirkensnodhjelp.no/en/about-nca/for-contractors/>

Signature and stamp:

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Signed by:

**The tenderer**

Name of the company

Address

Telephone no.

Email

Name of contact person

Date