

# Invitation

# To Tender

**Provision of Vehicle Rental Services for Inter-State  
and City Transportation in Sudan**

**Submission Date: 21<sup>st</sup> May, 2026**

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## 1. Background Information

This is a joint collaborative tender process between CARE, Save the Children International, Plan International, and Mercy Corps (individually, a “Party” and collectively, the “Parties”). This means that, for purposes of this opportunity, the Parties will be negotiating and selecting the winning bidder(s) to apply across all four entities.

**CARE, Save the Children, Plan International, and Mercy Corps** bring together extensive global experience and operational capacity, collectively reaching around 250 million people across nearly 200 countries. Through this collaborative tender, the four organizations aim to establish **safe, cost-effective, and sustainable vehicle solutions** that will strengthen our ability to deliver life-saving assistance and long-term impact for communities in **Sudan**.

This joint approach is also expected to generate significant efficiencies across the supply relationship for both the parties and selected supplier(s) by optimizing and streamlining procurement processes. In doing so, the collaboration will maximize value for money, enhance operational effectiveness, and enable the partners to deliver increased impact across their Sudan responses.

Your participation in the tender is completely voluntary, and to the extent you have an existing agreement with any of the Parties, that will remain unchanged absent further agreement.

More information on each of the Parties can be found at their websites here:

- [CARE](#)
- [Plan International Sudan](#)
- [Save the Children International](#)
- [Mercy Corps](#)

## 2. Collaboration Structure

This Tender is being run as one joint procurement process rather than four separate procurement processes. Any bid submitted must apply in full to all four participating Parties and will be evaluated collectively. For this tender, suppliers may not submit offers that apply to only one or some of the participating Parties. Again, your participation in this tender is completely voluntary, and should you wish to not submit an offer to all four participating Parties at this time, please do not submit an offer through this process.

Stage	Collaboration approach
Invitation to Tender	All Parties together
Bid Evaluation	All Parties together
Negotiation	All Parties together
Award decision	All Parties together
Contracting	Each Party Separately

### 3. Summary of the Requirement

The requirement is for the **provision of vehicle rental services** to support humanitarian operations across multiple locations in Sudan. The services will enable the participating organizations to:

- Deploy staff rapidly and safely to programme and field sites
- Support monitoring, supervision, and coordination activities
- Facilitate logistics, assessments, and emergency response activities
- Ensure operational continuity in a volatile and high-risk context

The scope is expected to include, but is not limited to:

- Short-term and long-term rental of light vehicles (e.g. 4x4s), and potentially other vehicle categories as required
- Vehicles suitable for challenging road conditions and remote access
- Vehicle maintenance, servicing, insurance, and breakdown support
- Compliance with safety, security, and humanitarian operational standards

The requested services must be **cost-effective, operationally flexible, and sustainable**, while meeting high standards of safety, reliability, and duty of care.

### 4. ITT Overview and Instructions

#### 4.1 Overview

The Parties are inviting interested parties to submit a bid as part of a competitive process for Provision of Vehicle Rental Services for Inter-State and City Transportation in Sudan. Successful Bidder(s) will be expected to enter a **Long-Term Agreement** on a non-exclusive basis with the organizations. The Parties reserves the right not to award a contract as a result of this Invitation to Tender, or to award to multiple successful Bidders.

#### 4.2 Instructions to Tenderers

These instructions are designed to ensure that all Bidders are given equal and fair consideration. It is Bidder's responsibility to ensure their offer is complete and that you provide all the necessary information asked for in the format specified, or risk your offer being rejected. Further details can be found in section 9.1 of this ITT document, '**Submission Checklist.**'

Documents comprising this tender pack are as follows:

- Information To Tender (ITT)
- ANNEX A – **Specifications** (*mandatory*)
- ANNEX B - Pricing Schedule (*mandatory*)

Tenderers are required to submit their proposal, inclusive of all required annexes, via email to [sudan.procurement@plan-international.org](mailto:sudan.procurement@plan-international.org) .

Offers must be received by the deadline specified in the section '**3.3 Key Dates and Timelines.**'

The offer and all correspondence documents related to the tender must be written in English Language

**Bidders are allowed to submit offers for more than one location based on their capacity.** Unless stated otherwise, all communications from Bidders in relation to this tender, including Clarification Questions, must be directed to [sudan.procurement@plan-international.org](mailto:sudan.procurement@plan-international.org) and must include the ITT reference number: *FY26 ITT - **Provision of Vehicle Rental Services for Inter-State and City Transportation in Sudan***

### 4.3 Key Dates and Timelines

The following table outlines the key dates and timelines associated with this tender process. Please note that the dates below are for indicative purpose only and are subject to change

Activity	Deadline Date
Issue of Invitation to Tender	<b>21<sup>st</sup> May 2026</b>
Deadline for supplier submission of clarifications questions	4 <sup>th</sup> June 2026
Deadline to respond to clarification questions	10 <sup>th</sup> June 2026
Deadline for submission of offers	<b>18<sup>th</sup> June 2026</b>

### 4.4 Pricing

Bidders are required to complete the pricing schedule attached separately in '**Annex B – Pricing Schedule.**' All prices must be quoted in USD, the offeror should include VAT as a separate line if applicable. Total Price should include all taxes, insurance, labor, materials, overhead and any additional costs. It is expected that prices will be fixed for the duration of the contract, any increase or changes in price will be discussed and agreed by both Parties using the national index for that period.

Quotes valid for a maximum period of 90 calendar days following the Closing Date of this tender. If for any reason you are unable to guarantee fixed pricing for the duration of the contract, any projected price increases should be clearly stated in your tender.

No profit, fees, taxes, or additional costs can be added after contract signing. Offerors must show unit prices, quantities, and total price

To ensure a fair and transparent process, The Parties will not be able to divulge budget information relating to this tender or associated Projects. It is expected that Bidders submit their best possible financial offer at the point of submission.

Successful Bidder(s) will be required to pay their staff who work on this contract **at least** the National Living Wage.

Successful Bidders (s) will be required to ensure that Vehicle and Driver's License are valid and Comprehensive insurance policy for the vehicles that will be provided during task orders.

## 5. Specification and Scope of Requirement - Please see Annex A

## 6. Selection Criteria

Bids will be assessed against predetermined criteria which have been developed and agreed by the Tender Panel prior to launching this Tender process. The information gathered in all requested documentation will be used to evaluate and score each Bid against this set of criteria. Please find further details in the below table:

	Criteria	Tenders must demonstrate	Weight (%)
<b>Compliance</b>	<b>Tender Compliance &amp; Completion</b>	<ul style="list-style-type: none"> <li>Satisfactory completion of all documentation requested with sufficient information, submitted no later than the closing date specified.</li> <li>Copy of Legal and Valid Business licenses enabling bidder to operate in such services.</li> <li>Copy of latest tax registration certificate or equivalent</li> <li>Copy of proof of incorporation and registration of company or business with names of owners or directors included</li> <li>Copy of Identification documents of owners or directors</li> </ul>	Pass/Fail. Bidders who do not meet these minimum requirements will not have their Bids further assessed.
<b>Technical Proposal</b>	<b>Company Profile</b>	<ul style="list-style-type: none"> <li>Registered office address in the service location.</li> <li>Overview of the company's history, operations, and presence in Sudan and respected geographic location.</li> </ul>	10%
	<b>Vehicle Insurance &amp; Licenses</b>	<ul style="list-style-type: none"> <li>Copy of valid vehicle insurance covering all vehicles in the proposed fleet</li> <li>Copy of vehicle License in the proposed fleet</li> </ul>	5%
	<b>Driver</b>	<ul style="list-style-type: none"> <li>Complete list of drivers currently employed by the rental company.</li> </ul>	5%

		<ul style="list-style-type: none"> <li>• Include relevant qualifications, licenses, and experience for each driver.</li> </ul>	
	<b>Fleet List</b>	<p>Must attach a comprehensive list of available vehicles specifying:</p> <ul style="list-style-type: none"> <li>• Vehicle type: SUV, Van/Minibus, Pick-up, Sedan.</li> <li>• Eco-friendly specifications, if applicable.</li> <li>• Vehicles should be in good working condition and compliant with local safety standards</li> </ul>	25%
	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience in similar projects in the last 2 years.</li> <li>• Previous experience working with INGOs in the last 2 years</li> </ul> <p>Customer References provided</p>	15%
<b>Financial Proposal</b>	<b>Pricing Schedule</b>	<ul style="list-style-type: none"> <li>• Fixed pricing</li> <li>• Completion of 'Annex - Pricing Schedule' with all requested information (if applicable)</li> <li>• Economically advantageous for the organization</li> </ul>	40%

## 7. Evaluation of offers

The Tender Panel will review all Bids to ensure they meet the minimum requirements listed under the 'Compliance' section in the above table. Following this, each Bid will be assigned a score on the basis of predetermined criteria and their associated weighted scorings.

The contract(s) will be awarded to the Bidder(s) who represent the best overall value for The Parties in terms of the evaluation criteria set out above. By participating in this tender, you acknowledge and understand that the Parties reserves the right to:

- Decide not to award to any supplier
- Decide to award to one or more suppliers
- Decide to readvertise the opportunity
- Not necessarily accept the lowest cost offer

Notification of the award of contract will be issued via e-mail.

### Additional Due Diligence

Upon completion of evaluation, the contracting organization may choose to engage in additional due diligence processes with a particular supplier or supplier(s). The purpose of these processes is to ensure that contracting organizations engage with reputable, ethical, responsible Suppliers

with solid financials and the ability to fulfill the contract. Additional due diligence may take the form of the following processes (though it is not limited to):

- Reference Checks
- Supplier's facility visits
- Analysis of audited financial statements
- Determination of relations and affiliations between offerors
- Other appropriate documented methods give the organization increased confidence in the supplier's ability to perform

## 8. Terms & Conditions

By submitting a Bid as part of this Tender process, you also acknowledge and understand that:

- The Parties will not be liable for any costs or expenses incurred in the preparation of your offer
- You or your company will undergo vetting checks against an Anti-Terrorism and Sanctions Database as part of due diligence protocols
- The Parties reserves the right to keep confidential the circumstances that have been considered for the selection of the offers
- Part of the evaluation process may include a presentation from the Bidder where applicable and necessary
- The Parties reserves the right to alter the schedule of tender and contract awarding
- The Parties reserves the right to cancel this tender process at any time and not to award any contract
- The Parties reserves the right not to enter or award a contract as a result of this invitation to tender
- The Parties do not bind themselves to accept the lowest, or any offer
- Bidder may be required to sign some internal policies accordingly, such as Non-Staff Code of Conduct, Supplier Modern Slavery Questionnaire, and any other internal donor policies.
- Any attempt by the Bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or The Parties during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its offers and may result in the termination of a current contract where applicable
- You accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which you hereby waive
- You have examined carefully, understood and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier. You are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at The Parties' discretion
- You are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform The Parties in writing

- You declare that you are affected by no potential conflict of interest, and that you and our staff have no link with other Bidders or parties involved in this competition. Should such a situation arise during performance of the contract, you shall immediately inform The Parties in writing

## 9. Submission Checklist

**Please note The Parties are unable to accept submissions which are accessible by an online link, for example SharePoint, Dropbox etc. Please submit the documents as email attachments.**

Document	Form
Annex B - Pricing Schedule	Please complete with all requested information and return it in Excel format.
<i>Certificate of Incorporation</i>	<i>Please provide a scanned copy</i>
<i>Client References (completion certificate)</i>	<i>Please provide 3 x client references</i>
<i>Company Profile and Driver profile</i>	<i>Please provide in any format</i>
<i>Examples of previous work of similar value including within Non-Governmental Organisations]</i>	<i>Please provide details of the type of contract, period of performance, company name and service/goods provided.</i>