

CALL FOR TENDER ACTED Sudan

Instructions to Bidders

Date: 10.09.2026

Tender N°: T/23GNP/9BD-RLH/SUD/GZ/WASH/VIP Latrines/10.09.2026

Through this tender, ACTED is requesting a company to provide detailed written offers for the supply of the following products:

Work Specifications:

Description:	Construction of VIP Latrines (Two Doors)
Category:	Works
Product stage:	Supplying and installing all the items based on drawings
Quantity/unit:	1 LOT

A detailed list of requested works is provided in the attached Offer Form

Work period:	Fort Five (45) Calendar Days
Place of work:	Bareeda & Huddaf – Jazira, Sudan
Incoterm (delivery conditions):	DDP
Maximum date to start works:	Seven (7) days once the contract is signed
Minimum offer validity period required:	6 Months

The responses to this call for tender shall include the following elements:

1	The present Instructions to Bidders (PRO-05) signed & stamped by the Bidder
2	Scope of work (SoW) and all the annexed drawings signed & stamped by the Bidder
3	An original Offer Form (PRO-03.2) dated, filled, signed & stamped by the Bidder (all prices in USD)
4	The Bidder's official registration documents
5	A copy of the Bidder's legal representative ID or passport
6	The Supplier Questionnaire Form (PRO-06.1) dated, filled, signed & stamped by the Bidder
7	ACTED Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder
8	ACTED's General Conditions for Purchase signed & stamped by the Bidder
9	Any other compulsory item specified in the Bidder's Checklist (PRO-06.3)
10	The Bidder's Checklist (PRO-06.3) dated, filled, signed & stamped by the Bidder

It is important to note that all documents must be filled, dated, signed & stamped by the Bidders to be considered eligible. ACTED only accepts bids that have been filled in English.



GENERAL CONDITIONS:

1. ACTED is not obliged to award this tender to any bidder and reserves the right to cancel the procurement process at any stage without incurring any liability of any kind. In the event of cancellation, ACTED may notify bidders directly and/or publish a cancellation notice on the relevant publication website. Submission of an offer in response to this Call for Tender does not constitute any commitment by ACTED to award a contract to the bidder.
2. The closing date for this tender is **17.09.2026 at 03:00 PM Sudan Time**. Offers may be submitted either:
In hard copy: ACTED Representative Office: Madani, Jazira, Sudan **Or by email:** sudan.tender@acted.org
Offers submitted to any other ACTED office or email address will not be considered.
3. For hard-copy submissions, the offer must be submitted to the ACTED Logistics Department in a **sealed envelope** clearly marked: **"Not to be opened before 17.09.2026"** and indicating the following Tender Reference Number: **T/23GNP/9BD-RLH/SUD/GZ/WASH/VIP Latrines/10.09.2026**.
Electronic submissions may only be made by email to sudan.tender@acted.org. Electronic stamps and signatures are accepted for offers submitted electronically. **Unsealed envelopes and late offers will not be considered.**
4. Bidders may request clarification regarding any of the tender documents no later than **two (2) days prior to the tender closing date**. All clarification requests must be submitted by email to: sudan.tender@acted.org
5. To ensure that funds are used exclusively for humanitarian purposes and in accordance with applicable donor compliance requirements, all offers are subject to the condition that contractors do not appear on applicable anti-terrorism or sanctions lists, in accordance with ACTED's anti-terrorism policy. ACTED reserves the right to conduct anti-terrorism and sanctions checks on the contractor and, where applicable, its board members, staff, volunteers, consultants, financial service providers, and subcontractors.
6. **ACTED adopts a zero-tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and set up a Transparency unit (supervised by the Director of Audit & Transparency) that can be reached through a dedicated phone number and e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practice (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please contact the following phone number +33 6 07 22 46 28 and/or send an e-mail to transparency@acted.org.**

SPECIAL CONDITIONS:

7. **Pre-Tender Session**
 - Bidders are invited to attend a pre-tender session should they have any questions, concerns, or require clarification regarding the requested services, namely the **construction of VIP latrines**.
 - The pre-tender session is **initially planned for 14.09.2026 at 11:00 AM** at the **ACTED Jazira Office**.
 - Bidders wishing to attend should register their interest by email at: sudan.tender@acted.org
 - ACTED Sudan will inform interested bidders should the date, time, or location of the pre-tender session be changed.
8. **Lots**
 - This tender consists of **one (1) lot**.
 - Bidders must submit an offer covering **all items and services included in the lot**.
 - Offers covering only part of the lot **will not be considered**.
9. **Invoicing and Payment**
 - Payment will be made based on the approved order and upon satisfactory delivery and completion of the requested services, in accordance with ACTED's applicable policies and procedures.
 - Subject to receipt and approval of the required supporting documents and invoice, payment is expected to be processed within **one (1) month** in accordance with ACTED policies.



BIDDERS' SELECTION METHOD

10. Evaluation and Selection Method

Bids will be evaluated using the following process:

- **Policy Compliance:** Bidders must comply with ACTED and applicable donor requirements. This will be assessed on a **PASS/FAIL** basis.
- **Price Ranking:** Compliant financial offers will be ranked from **lowest to highest price**. The lowest-priced offer will be ranked **1st**.
- **Technical and Availability Check:** The **1st-ranked bidder** will be evaluated against the technical and availability requirements below on a **PASS/FAIL** basis.
- If the 1st-ranked bidder **passes all requirements**, they will be recommended for contract award.
- If the 1st-ranked bidder **fails any mandatory requirement**, ACTED will evaluate the **2nd-ranked bidder**, and the same process will continue until a bidder passes all requirements.

The lowest price alone does not guarantee contract award. The selected bidder must pass all mandatory compliance, technical, and availability requirements and remain subject to ACTED's approval procedures.

Criteria	Indicator / Requirement	Evaluation Method	Maximum Score
Policy Compliance	Compliance with ACTED procedures and applicable donor requirements	PASS/FAIL. Bidder must comply with all applicable requirements.	PASS/FAIL
Price	Lowest compliant financial offer	Bidders are ranked from lowest to highest price . The lowest compliant bidder is ranked 1st .	Ranking
Quality	Quality and compliance of proposed construction materials	The 1st-ranked bidder may be requested to provide samples for verification against required specifications.	PASS/FAIL
Experience	Minimum 3 years of experience in similar construction works	Review of company profile, previous contracts, or supporting documents.	PASS/FAIL
Works Completion	Ability to complete the works within 45 calendar days	Review of proposed workplan and delivery/completion commitment.	PASS/FAIL
Availability	Ability to start works within 7 calendar days after receipt of the order/contract	Review of contractor's written confirmation and proposed schedule.	PASS/FAIL
Warranty	Minimum 6-month warranty for the completed works	Review of submitted commitment letter confirming the warranty period.	PASS/FAIL

- 11. ACTED's Special Conditions for Purchase** are attached to this tender for the information of Bidders. When sending their offers to the present call for tender, Bidders acknowledge their agreement with these terms & conditions. This document must be signed and stamped by the bidder.

Company Name:

Authorized Representative Name:

Signature:

Stamp:

