**Plan International**

**Sudan**

The Nile Tower, Fourth Floor

Block 10, Building #20, Street 63

Alimtedad, East Khartoum

PO Box 528, SUDAN

**Date**: Sunday, April 18, 2021

To: ……………………………………………………………….

Address:……………………………………………………

Tel: ……………………….……………………………………….

SUBJECT: Invitation To Bid (ITB)PIS/KRT/04/(0021)- 2021

**Plan International Sudan** invites bids for the following under listed items:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **DESCRIPTION** | **SPECIFICATION** | **SIZE** | **Unit** | **QTY** |
| 1 | Women Sudanese Toob with embroidery (6 logos size A4), Indian quality- size standard | | Standard | Toob | 100 |
| 2 | Turkish Jacket for male and female staff with embroidery one logo (black and blue)- different sizes | | Standard | Pcs | 300 |
| 3 | Pen UV high quality | | Standard | Pcs | 500 |
| 4 | Notebook size A5 with 200 pages inside | | Standard | Pcs | 500 |
| 5 | Smaller notebook size 9\*14 | | Standard | Pcs | 500 |
| 6 | Mouse bad with power bank service | | Standard | Pcs | 200 |
| 7 | Face masks with embroidery logo, colour blue | | Standard | Pcs | 5000 |
| 8 | Emergency bags high quality with printed logo | | Standard | Bag | 300 |
| 9 | White female scarfs high quality with printed logo | | Standard | Pcs | 100 |

**Please provide sample with your offer.** **Clearly indicate lead time of delivery all items. Delivery Khartoum Office**

**Requirement:**

**All bidders should observe the following conditions:**

* **Valid Company or supplier registration document from concerned authority (copy).**
* **Price currency should be in Sudanese (SDG)**
* Please indicate on the bids whether you are VAT registered or not. If VAT registered, then please provide VAT number & coy of Certificate or in not please provide exemption letter from authority.
* All offers must be stamped and signed by the supplier
* bids **must** be delivered to **Plan International Sudan** offices in sealed envelopes/ or through email official before the closing date.
* All bidders must indicate the delivery Period in their offer.
* All items should conform to the quality required and be properly packed.
* All suppliers are expected to deliver the purchased items to **Plan International Sudan** Country Office- Khartoum.
* Payment will be made **after** satisfactory delivery of items, unless otherwise stated.
* Please note that this Invitation To Bid not an order but an invitation to treat.
* Please indicate prices validity period

Interested companies, and enterprises can obtain tender dossier from Plan International Sudan office during working hours from **08:00** am to **04:00** pm or can download from <http://www.sudanbid.com/>

Tender envelopes should be sealed in red wax and submitted to Plan International-Sudan Office, located at Alimtedad St.63, Khartoum East, Nile Tower, Fourth Floor, Box: 528 Sudan, Tel: 0183231905/0183231906. Email address:

[co.sudan@plan-international.org](mailto:co.sudan@plan-international.org) or [Ahmed.Ibrahim@plan-international.org](mailto:Ahmed.Ibrahim@plan-international.org)

The deadline for submission of tenders is April 30, 2021 2021 at 04:00 pm.

**Plan International Sudan** reserves the right to award all, part or none of the contract for the under listed items at its discretion**.**

**Plan International Sudan** is not obliged to award the contract to the bidder with the lowest price