

Request For Quotations Refreshments - **Acted Sudan**

Please insert Date:

To be Filled by Bidder (**COMPULSORY**)

Details of Bidding Company:

Company Name:

اسم الشركة

.....

Company Authorized Representative Name:

اسم الممثل المعتمد للشركة

.....

Company Registration No. (No/Country/Ministry):

رقم تسجيل الشركة (الرقم/الدولة/الوزارة)

.....

Company Specialization:

تخصص الشركة

.....

Address (Country/Governorate. /City/St name/Office No):

العنوان (الدولة/المحافظة/المدينة/اسم الشارع/رقم المكتب)

.....

Contact Numbers (Land/Mobile):

أرقام الاتصال (الأرضي/الجوال)

.....

E-mail Address:

البريد الإلكتروني

.....

RFQ Conditions:

1. Quotation and Prices:

The Bidder shall provide unit prices and, where applicable, total prices for all requested items. Prices shall be clearly stated as **inclusive or exclusive** of applicable taxes, transportation, labor, duties, insurance and any other related costs. Prices shall remain fixed throughout the Framework Agreement period.

2. Quantities and Call-Off Orders:

This procurement is established under a Framework Agreement. The quantities indicated in the RFQ are for reference and do not constitute a commitment by ACTED to purchase a specific quantity. Actual quantities shall be ordered, as required, through individual **Call-Off Purchase Orders** issued during the Framework Agreement period.

3. Required Documents:

All submitted documents shall be duly completed, signed and stamped by the Bidder. The following documents shall be submitted, as applicable:

- Completed RFQ / Financial Proposal.
- Valid company registration and legal documents.
- Valid company bank account details.
- Valid ID/Passport of the authorised legal representative.
- Supplier Ethical Declaration (Annexed).
- General Conditions for Purchase (Annexed).
- Supplier Questionnaire (Annexed).

4. Company Bank Account:

Payment shall preferably be made by bank transfer in USD to the Bidder's registered company bank account. For Sudan-based accounts, only accounts held with **Bank of Khartoum or Blue Nile Mashreq Bank** shall be accepted. Personal bank accounts shall not be accepted. Where an overseas bank account is proposed, it must be registered in the **Bidder's company name**.

5. Evaluation and Selection:

Price shall be considered a primary evaluation criterion, together with compliance with the required specifications, quality, supplier experience and other applicable evaluation criteria. ACTED reserves the right to request samples, catalogues and/or evidence of previous relevant experience during the evaluation process.

6. Framework Agreement:

The Framework Agreement shall be valid for **six (6) months from the date of signature**. Prices agreed under the Framework Agreement shall remain fixed throughout the contract period, unless otherwise expressly agreed in writing by ACTED.

7. Offer Validity:

The quotation shall remain valid for **six (6) months from the submission deadline**, unless otherwise specified by ACTED.

8. Delivery and Lead Time:

The Bidder shall clearly indicate the required lead time for delivery from the date of the relevant Call-Off Purchase Order or as otherwise specified by ACTED. The Bidder shall comply with the agreed delivery schedule and immediately notify ACTED of any anticipated delay, shortage, substitution or other delivery-related issue.

9. Submission Deadline:

The deadline for submission of quotations is **08.10.2026 at 04:00 PM (Sudan Time)**. Quotations submitted after the deadline may be rejected and considered non-responsive.

10. Submission Method:

Quotations shall be submitted **exclusively by email** in PDF format, duly completed, signed and stamped, to:

To: Mohammad.Shkoor@acted.org **CC:** Shakir.Khan@acted.org

The email subject should clearly indicate the **RFQ Reference Number and Bidder's Company Name**.

11. No Obligation to Award:

Submission of a quotation does not create any obligation for ACTED to award a Framework Agreement or issue any Purchase Order. ACTED reserves the right to accept or reject any quotation, cancel the procurement process, or award the Framework Agreement in whole or in part, subject to applicable procedures and funding availability.

Financial Information (Mandatory to Fill to Be Considered Eligible)

#	Description	Samples (Supplier is not obligated to the sample as shown below, it is just an example)	Unit	Unti Price Exclusive Sales Tax [USD]	Unti Price Inclusive Sales Tax [USD]
1	Turkish Coffee / Extra fine, Medium to dark roat		Pack of 250g		
2	Instant Coffee 3-in-1 (Coffee + Sugar + Creamer) Powdered mix, Different flavors		Pack of 20-28 sachets		
3	Instant Coffee Black		Jar of 180-200g		
4	Instant Coffee Gold		Jar of 180-200g		

5	American coffee / Ground (Medium Roast)		Bottle of 500g		
6	Coffee Creamer, Powder, Original flavour		Bottle of 200g		
7	Tea Bags, Black		Box of 100		
8	Loose Tea, Black		Pack of 500g		
9	Herbals (Ginger, sage, cinnamon, chamomile, etc,) Bags		Pack of 20 pcs		

10	Milk, Fine Powder		1 Kg		
11	Sugar, sachet		Bag of 750-1000g		
12	Salt		Bag of 750-1000g		
13	Water Cups 250ml/cup		Box of 40 cups		
14	Water bottles 330ml/bottle		Pack of 16		

15	Water bottles 600ml/bottle		Pack of 12		
16	Water bottles 1.5L/bottle		Pack of 6		
17	Butter Cookies, individually wrapped (~500g)		Packet of 500g		
18	Digestive Original Biscuit – Britannia		Pack of 400-500g		
19	Long life milk (Full cream, Semi-skimmed, skimmed)		1 Liter		

20	Juice (Orange, Mango, Mix, etc)		1 Litter		
21	Juice, Flavors (e.g., Orange, Mango, Apple, Mixed Fruit, etc) (~250 ml)		Box of 20-30 pcs		
22	Soft drinks (Black, Lemon, Orange, etc), 360 ml per piece		Box - 360ml x 24 Pcs		
23	Juice, Different Flavors (Bottles)		Bottle 250 ml		

Bidder's Comments/Remarks:

1.

2.

3.

4.

Name of Bidder's Authorized Representative:

Date:

Authorized signature and stamp: