

Request For Quotations Stationary - **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**.

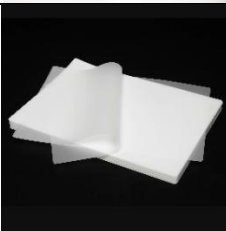
11. No Obligation to Award:

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.

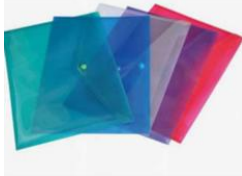
Financial Information (Mandatory to Fill to Be Considered Eligible)

No	Description	Unit	Samples (Supplier is not obligated to the sample as shown below, it is just an example)	Unti Price Exclusive Sales Tax [USD]	Unti Price Inclusive Sales Tax [USD]
1	Ballpoint Pens (Various Colors), Plastic body, oil-based ink, assorted colors	Pack of 50			
2	Whiteboard Markers, Plastic body, alcohol-based ink, assorted colors	Pack of 12			
3	Permanent Markers, Plastic body, permanent ink, assorted colors	Pack of 12			
4	Highlighters, Fluorescent ink, assorted colors	Pack of 10			
5	Pencils & Mechanical Pencils, HB pencils and mechanical pencils	Pack of 12			

6	Ink Eraser, Rubber eraser with plastic cover	PCS			
7	Stainless Steel Sharpener, Single-hole stainless steel sharpener	PCS			
8	Battery AAA, alkaline batteries	Pack of 2 Pieces			
9	Battery AA, alkaline batteries	Pack of 2 Pieces			
10	Notebook (A5 Size), Hardcover spiral notebook, minimum 100 sheets	PCS			
11	Agenda (A5 Size), Leather/PU hardcover agenda with magnetic closure	PCS			

12	Sticky Notes, 75x75 mm repositionable sticky notes	PCS			
13	Fluorescent Sticky Tabs, Waterproof writable neon sticky tabs	PCS			
14	A4 Copy White Paper, 80 GSM, 500 sheets per ream	Reem of 500			
15	A3 Copy White Paper, 80 GSM, 500 sheets per ream	Reem of 500			
16	Lamination Sheets A4, PET lamination sheets, 80-125 microns	Pack of 100			
17	Envelope A5, white or brown	Pack of 250			

18	Envelope A3, white or brown	Pack of 100			
19	Envelope A4, white or brown	Pack of 100			
20	Desk Tray Triple Steel Mesh, Triple steel mesh desk tray	PCS			
21	Desk Tray Triple Acrylic, Triple acrylic desk tray	PCS			
22	Clipboard A4, Hard plastic clipboard with metal clip	PCS			
23	Ring Binders & Lever Arch Files, A4 PVC-covered lever arch files	Pack of 50			

24	Box files small size	PCS			
25	Keychain Holder with Label, Plastic keychain holder with label	Box of 50			
26	L-Shape File A4, Plastic L-shape A4 file	Pack of 10			
27	Document Wallet PVC, PVC document wallet	PCS			
28	File Separators, A-Z and 1-12 file separators	Set (25/12)			
29	Spring Files PVC, PVC spring files	PCS			

30	Signature Book A4	PCS			
31	Hanging Files, Heavy-duty hanging files	Pack of 50			
32	Plastic Document Sleeves, Transparent A4 document sleeves	Pack of 100			
33	Colored Dividers A4, Pack of colored A4 dividers	Pack of 6 PC			
34	Calculator, Scientific calculator, 240 functions	PCS			
35	Staplers Standard, Metal stapler up to 40 sheets	PCS			

36	Heavy-Duty Stapler, Heavy-duty stapler up to 200 sheets	PCS			
37	Paper Puncher Standard, 2-hole puncher up to 30 sheets	PCS			
38	Heavy-Duty Paper Puncher, Heavy-duty 2-hole puncher	PCS			
39	Staples 24/6, Standard staples 24/6	Box of 1000 PCS			
40	Staples 24/8, Staples 24/8 for thicker binding	Box of 1000 PCS			
41	Staples 23/10, Heavy-duty staples 23/10	Box of 1000 PCS			

42	Binder Clips 19mm,	Pack of 12 Box (144 PCS)			
43	Binder Clips 25mm,	Pack of 12 Box (144 PCS)			
44	Binder Clips 32mm,	Pack of 12 Box (144 PCS)			
45	Binder Clips 51mm,	Box of 12 PCS			
46	Paper Clips 25mm,	Pack of 10 Box (1000 PCS)			
47	Paper Clips 33mm,	Pack of 10 Box (1000 PCS)			

48	Paper Clips 55mm,	Pack of 10 Box(1000 PCS)			
49	Rubber Bands, Natural rubber bands, 1kg pack	Bag of 1 Kg			
50	Stapler Remover, Metal staple remover with plastic grip	PCS			
51	Endorsing Ink 30cc, 30ml endorsing ink	Bottle 30 ml			
52	Mesh Metal Pen Holder, Cylindrical mesh pen holder	PCS			
53	Three-grid Pen Holder, 3-compartment mesh pen holder	PCS			

54	Scissors, Stainless steel scissors	PCS			
55	Cutter, Utility cutter with replaceable blade	PCS			
56	Glue Sticks & Liquid Glue, Glue sticks and liquid glue	PCS			
57	Foldable Archiving Carton Box, Foldable archive storage carton	PCS			
58	Thermal Barcode Labels, 2x1 direct thermal barcode labels	Roll			
59	Whiteboard Magnets, Multi-color whiteboard magnets	Pack of 10			
60	Magnetic Whiteboard Eraser, Magnetic whiteboard eraser	PCS			

61	Electric Tape, PVC electrical insulation tape	Pack of 10			
62	Double-Sided Tape, Heavy-duty double-sided tape	PCS			
63	Desktop Tape Dispenser, Desktop tape dispenser	PCS			
64	Board Pins & Push Pins, Plastic head push pins	Box of 100 PCS			
65	Acrylic Ruler, 30cm acrylic ruler	PCS			
66	Stainless Steel Ruler, 30cm stainless steel ruler	PCS			
67	Paper Cutter, A4/A3 paper cutter	PCS			

68	Flip Chart Paper, A1 flip chart paper pack	Pad of 40 Sheets			
69	Flip Chart Stand, Adjustable flip chart stand	PCS			
70	Transparent Tape 48mm, adhesive tape	Pack of 6			
71	Transparent Tape 25mm, adhesive tape	Pack of 12			
72	Paper Tape 48mm, kraft paper tape	Pack of 4			
73	Paper Tape 25mm, kraft paper tape	Pack of 12			

Bidder's Comments/Remarks:

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Name of Bidder's Authorized Representative:

Date:

Authorized signature and stamp: