

## Request For Quotations Electronic Items - **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](mailto:Mohammad.Shkoor@acted.org) **CC:** [Shakir.Khan@acted.org](mailto:Shakir.Khan@acted.org)

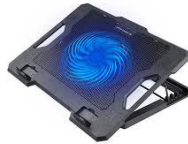
The email subject should clearly indicate the **RFQ Reference Number and Bidder's Company Name**.

**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<br>(Supplier is <span style="color: red;">not</span> obligated to the sample as shown below, it is just an example) | Brand | Unti Price<br>Exclusive Sales<br>Tax<br>[USD] | Unti Price<br>Inclusive Sales<br>Tax<br>[USD] |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------------------------------------------------------------------------------------------------------------------------|-------|-----------------------------------------------|-----------------------------------------------|
| 1  | <b>Wireless Full Keyboards</b><br>Material: ABS plastic; Dimensions: 440 × 120 × 20 mm; Features: English/Arabic engraved keys, 2×AAA battery power, and 2.4GHz wireless USB receiver.              | PCS  |                                          |       |                                               |                                               |
| 2  | <b>Wireless Mouse</b><br>Material: ABS plastic with rubberized grip; Dimensions: 110 × 65 × 40 mm; Features: ergonomic design, optical sensor, adjustable 800/1200/1600 DPI, and 1×AA battery.      | PCS  |                                          |       |                                               |                                               |
| 3  | <b>Wired Full Keyboards</b><br>Material: ABS plastic; Dimensions: 450 × 140 × 25 mm; Features: flat rectangular design, USB wired connectivity, and English/Arabic printed keys.                    | PCS  |                                          |       |                                               |                                               |
| 4  | <b>Wired Mouse</b><br>Material: ABS with matte finish; Dimensions: 105 × 60 × 35 mm; Features: symmetrical design, USB wired connection, optical sensor, and 1000 DPI.                              | PCS  |                                         |       |                                               |                                               |
| 5  | <b>Laptop Support – Steel</b><br>Material: Stainless steel with anti-slip rubber pads; Dimensions: adjustable height 200–400 mm; Features: foldable design and support for laptops up to 17 inches. | PCS  |                                        |       |                                               |                                               |

|    |                                                                                                                                                                                                                                                                                                                                            |     |                                                                                       |  |  |  |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------------------------------------------------------------------------------------|--|--|--|
| 6  | <b>Laptop Stand with Fan</b><br>Material: Aluminum alloy with silicone pads and plastic fan housing; Dimensions: approximately 350 × 250 × 50 mm; Features: USB-powered cooling fan, adjustable height and angle, and support for laptops up to 17 inches.                                                                                 | PCS |    |  |  |  |
| 7  | <b>Mouse Pad</b><br>Material: Rubber base with fabric or leather surface; Dimensions: approximately 250 × 200 mm or 800 × 300 mm; Features: non-slip, smooth, water-resistant, and easy-clean surface.                                                                                                                                     | PCS |    |  |  |  |
| 8  | <b>USB Adapter 3–4 Port</b><br>Material: ABS plastic with aluminum connectors; Dimensions: approximately 90 × 30 × 15 mm; Features: 3–4 USB-A ports, USB 3.0 up to 5 Gbps, USB 2.0 backward compatibility, and plug-and-play operation.                                                                                                    | PCS |    |  |  |  |
| 9  | <b>Wireless Bluetooth Headphones with Mic / for Offices</b> Material: ABS frame with PU leather/foam ear cushions and metal adjusters; Dimensions: approximately 90 mm ear cups with adjustable headband; Features: Bluetooth 5.0/5.2, 20–30 hours battery life, built-in microphone, 40 mm drivers, noise isolation, and foldable design. | PCS |    |  |  |  |
| 10 | <b>Wired Earphones</b><br>Material: TPE cable with aluminum or plastic housing; Dimensions: approximately 1.2 m cable and 10 mm earpieces; Features: 10 mm drivers, inline microphone and controls, 3.5 mm jack, and lightweight design.                                                                                                   | PCS |  |  |  |  |
| 11 | <b>Memory Stick, USB, 32GB</b><br>Material: ABS plastic or metal casing; Dimensions: approximately 50 × 15 × 7 mm; Features: 32GB capacity, USB 3.0/3.1, up to 100 MB/s transfer speed, plug-and-play operation, and Windows/Mac/Linux compatibility.                                                                                      | PCS |  |  |  |  |

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| 12 | <b>Memory Stick, USB, 64GB</b><br>Material: ABS plastic or metal casing; Dimensions: approximately 55 × 16 × 7 mm; Features: 64GB capacity, USB 3.0/3.1, up to 150 MB/s transfer speed, plug-and-play operation, and waterproof/shockproof design.                                    | PCS |    |  |  |  |
| 13 | <b>External 1TB Hard Drive</b><br>Material: Aluminum or ABS plastic casing with anti-slip surface; Dimensions: approximately 120 × 80 × 15 mm; Features: 1TB capacity, USB 3.0/USB-C, up to 5 Gbps transfer speed, Windows/Mac compatibility, shock resistance, and data encryption.  | PCS |    |  |  |  |
| 14 | <b>HDMI to HDMI – 1m</b><br>Material: PVC insulation with gold-plated connectors; Length: 1 m; Features: supports 4K resolution and up to 18 Gbps transfer speed.                                                                                                                     | PCS |    |  |  |  |
| 15 | <b>HDMI to HDMI – 5m</b><br>Material: PVC insulation with gold-plated connectors; Length: 5 m; Features: supports 4K resolution and up to 18 Gbps transfer speed.                                                                                                                     | PCS |    |  |  |  |
| 16 | <b>Portable Charger (Power Bank) / 10,000mAh</b><br>Material: ABS plastic with optional aluminum/rubber casing; Dimensions: approximately 135 × 70 × 15 mm; Capacity: 10,000mAh; Features: 2×USB-A, 1×USB-C, Micro-USB input, up to 20W PD 3.0, LED indicator, and safety protection. | PCS |   |  |  |  |
| 17 | <b>Portable Charger (Power Bank) / 20,000mAh</b><br>Material: ABS plastic with optional aluminum/rubber casing; Dimensions: approximately 150 × 75 × 20 mm; Capacity: 20,000mAh; Features: 2×USB-A, 1×USB-C, Micro-USB input, up to 20W PD 3.0, LED indicator, and safety protection. | PCS |  |  |  |  |

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| 18 | <b>Laptop Charger Type C</b><br>Material: Flame-retardant ABS plastic with aluminum connectors; Dimensions: charger approximately 70 × 50 × 30 mm with 1.5 m cable; Features: 65–100W USB-C PD 3.0, fast charging, broad USB-C compatibility, and overvoltage/overcurrent/overheating protection. | PCS |    |  |  |  |
| 19 | <b>Laptop Charger Round Tip / Different Sizes</b><br>Material: ABS plastic casing with copper connectors; Dimensions: charger approximately 90 × 60 × 30 mm with 1.8 m cable; Features: 45–120W output, interchangeable 4.5/5.5/7.4 mm tips, and surge/overcurrent protection.                    | PCS |    |  |  |  |
| 20 | <b>Phone Holder for Drivers (360-Degree Rotation)</b><br>Material: ABS plastic with rubberized grip pads and aluminum base; Size: adjustable for 4–7-inch phones; Features: 360-degree rotation, one-touch locking, dashboard/windshield/vent mounting, and anti-slip shock absorption.           | PCS |    |  |  |  |
| 21 | <b>LCD Cleaning Kit (Liquid and Cotton Wiper)</b><br>Material: Plastic spray bottle with microfiber cloth; Capacity: approximately 150ml with 200 × 200 mm cloth; Features: non-alcoholic, anti-static, and streak-free screen cleaning solution.                                                 | PCS |   |  |  |  |
| 22 | <b>Cables Organizer</b><br>Material: Flexible silicone or durable polyester fabric; Dimensions: approximately 250 × 150 × 30 mm; Features: multiple compartments for cables, chargers and small gadgets, lightweight design, water resistance, and easy cleaning.                                 | PCS |  |  |  |  |

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|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| 23 | <b>Power Extension: 4–5 Sockets, 3-Pin UK Standard Plug</b><br>Material: Fire-retardant PC/ABS casing with pure copper wiring and brass/nickel-plated contacts;<br>Dimensions: approximately 250–350 × 50–70 × 30–50 mm with 1.5–5 m cable; Features: 4–5 UK Type-G sockets, 13A/250V, individual switches, surge/overload protection, LED indicator, child safety shutters, and wall-mountable design. | PCS |                                                        |  |  |  |
| 24 | Flimikun GD900 30g Heatsink Cooling Compound Thermal Conductive Grease Paste for CPU GPU                                                                                                                                                                                                                                                                                                                | PCS |                                                        |  |  |  |
| 25 | DDR5 16GB (1x16GB) 5600MHz CL46 Performance Laptop RAM Memory                                                                                                                                                                                                                                                                                                                                           | PCS |                                                        |  |  |  |
| 26 | 6GB DDR4 3200MHz PC4-25600 (PC4-3200AA) CL22 SODIMM 1Rx8 Single Rank 1.2V 260-Pin Laptop, Notebook RAM Memory                                                                                                                                                                                                                                                                                           | PCS |                                                        |  |  |  |
| 27 | Solder Flux, Flux for Soldering, Rosin Soldering Flux Paste for Lead-Free Electronics Soldering and Soldering DIY                                                                                                                                                                                                                                                                                       | PCS |                                                       |  |  |  |
| 28 | RUBIK 0.030" Flux Core Gasless Mig Wire-E71T-GS                                                                                                                                                                                                                                                                                                                                                         | PCS |  |  |  |  |

**Bidder's Comments/Remarks:**

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2.

3.

4.

Name of Bidder's Authorized Representative: .....

Date: .....

Authorized signature and stamp: .....