

CALL FOR TENDER ACTED Sudan

Instructions to Bidders

Date: 04.10.2026

Tender N°: T/23GNP/9BD-RAS/SUD/GZ/PROG/04.10.2026/01

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

WORKS SPECIFICATIONS:

Description:	Rehabilitation and Solarization of Two Existing Borehole-Based Water Systems around the targeted Health Facilities
Category:	Works
Product stage:	Supplying and installing all the items based on specifications
Quantity/unit:	2 LOTS

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

RESPONSIBILITIES OF THE SUPPLIER

Work period:	Forty-Five (45) Calendar Days after handing over the site to the bidder
Place of work:	Bareeda & Huddaf – Jazira, Sudan
Incoterm (delivery conditions):	DDP
Maximum date to start works:	Seven (7) calendar days after handing over the sites to the bidder
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	An original Offer Form (PRO-06) dated, filled, signed & stamped by the Bidder (all prices in USD)
3	The Bidder's official registration documents
4	A copy of the Bidder's legal representative ID or passport
5	The Supplier Questionnaire Form (PRO-06.1) dated, filled, signed & stamped by the Bidder
6	ACTED Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder
7	ACTED's General Conditions for Purchase signed & stamped by the Bidder
8	Any other compulsory item specified in the Bidder's Checklist (PRO-06.3)
9	The Bidder's Checklist (PRO-06.3) dated, filled, signed & stamped by the Bidder
10	Samples are not required with the offer but will be requested by ACTED at a later stage



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 **18.10.2026 at 03:00 PM Sudan Time**. Offers may be submitted either:
In hard copy (sealed envelope): 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 18.10.2026 at 03:00 PM”** and indicating the following Tender Reference Number: **T/23GNP/9BD-RAS/SUD/GZ/PROG/04.10.2026/01**.
4. Electronic submissions may only be made by email to sudan.tender@acted.org. Electronic stamps and signatures are accepted for offers submitted electronically. **Late offers will not be considered; for hard-copy submissions, unsealed envelopes will not be considered either.**
5. Bidders may request clarification regarding any of the tender documents no later than **16.10.2026, two (2) days prior to the tender closing date**. All clarification requests must be submitted by email to: sudan.tender@acted.org
6. 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.
7. **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:

8. **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 **Rehabilitation and Solarization of Two Existing Borehole-Based Water Systems around the targeted Health Facilities**.
 - The pre-tender session is **initially planned for 12.10.2026 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.

9. Lots

- This tender consists of **two (2) lots**:
 - [Lot 1 – Bareeda borehole water system and](#)
 - [Lot 2 – Huddaf borehole water system \(Jazira, Sudan\).](#)
- Bidders may submit an offer for one or both lots. Each offer must cover all items and services included in the respective **lot**.
- Offers covering only part of a lot **will not be considered**. Each lot will be evaluated and awarded separately.

10. 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:

11. Evaluation and Selection Method

Bids will be evaluated using the following process:

- **Policy Compliance:** Bidders must comply with ACTED policies, procedures, and applicable donor requirements. Compliance with these mandatory requirements will be assessed on a **PASS/FAIL** basis. Bidders failing any mandatory compliance requirement will be considered non-compliant and will not proceed to the scoring stage.
- **Technical Evaluation:** Bids that pass the Policy Compliance stage will be evaluated against the technical criteria specified in the evaluation matrix. The technical evaluation will carry a maximum of **50 points**, covering the bidder's relevant experience, water rehabilitation/borehole experience, NGO/INGO experience, staff capacity, works completion and mobilization, and warranty. Bidders must submit supporting evidence for each criterion, such as contracts, completion certificates or reference letters for projects completed within the last five (5) years, the proposed engineer's CV and degree, a detailed work plan, and a signed warranty commitment. Claims not supported by evidence will score zero (0) points.
- **Financial Evaluation:** Only bids obtaining a minimum technical score of thirty (30) out of 50 points will proceed to the financial evaluation. Compliant financial offers will be evaluated and scored out of **50 points**. The bidder offering the lowest compliant price will receive **50 points**. Other compliant financial offers will be scored proportionally according to the following formula:
Financial Score = (Lowest Compliant Bid Price / Bidder's Compliant Bid Price) × 50
- **Overall Score:** The final score will be calculated by adding the technical and financial scores:
Total Score = Technical Score (50) + Financial Score (50) + Bonus (up to 10)
Up to Ten (10) additional bonus points may be awarded for social and environmental impact, as set out in the evaluation matrix. The maximum possible score is therefore **110 points**.
- **Contract Award Recommendation:** Subject to compliance with all mandatory PASS/FAIL requirements and ACTED's internal approval procedures, the bidder obtaining the **highest overall score** will be recommended for contract award.
- In the event that a bidder fails any mandatory requirement, its bid will be considered non-compliant and will not be included in the final scoring and ranking. The 7-day mobilization period, the 45-day completion period and the minimum 6-month warranty are mandatory requirements; bids that do not commit to them will be considered non-compliant.



- ACTED reserves the right to verify information submitted by bidders, including experience, references, qualifications, technical specifications, proposed materials, workplans, mobilization capacity, and warranty commitments, before making the final award decision.

The lowest price alone does not guarantee contract award. The selected bidder must satisfy all mandatory compliance requirements and will be evaluated based on the combined **technical (50 points), financial (50 points) and bonus (up to 10 points) scoring methodology**, subject to ACTED's approval procedures.

#	Criteria	Sub-criteria	Maximum Score Possible	Zero (0) Points	Middle Score Proportionally	Maximum Score
1	Policy Compliance	Compliance with ACTED policies and procedures	PASS/FAIL	Failure to comply with ACTED policies, including proven conflict of interest, failure at vetting stage, exclusion/suspension from ACTED supplier database, etc.	N/A	PASS/FAIL
		Compliance with applicable donor requirements	PASS/FAIL	Failure to comply with applicable donor requirements, including eligibility, nationality/origin requirements, dedicated supplies, etc.	N/A	PASS/FAIL
2	Price	Lowest compliant financial offer	50	N/A	Financial offers are scored proportionally based on the lowest compliant bid	50
3	Experience & Reliability	Experience in similar construction works (years of relevant experience)	10	Less than 3 years of relevant experience, or insufficient supporting evidence	3 years 7 points	4+ years 10 points
		Experience in water rehabilitation systems and/or boreholes	10	No relevant completed project or insufficient evidence	1 relevant completed project 5 points	2+ relevant completed projects 10 points
		Experience with NGOs/INGOs	5	No relevant NGO/INGO experience	1–3 relevant contracts 3 points	4+ relevant contracts 5 points
4	Staff Capacity	Availability of a Civil/Geological Engineer with relevant experience in water rehabilitation systems and/or boreholes, supported by a qualified electrical/solar technician or engineer for the solarization works	10	No qualified engineer proposed, or less than 3 years of relevant experience	3–5 years of relevant experience 5 points	More than 5 years of relevant experience 10 points



5	Works Completion & Mobilization	Ability to mobilize and commence the work within 7 calendar days after site handover and complete all work within 45 calendar days after site handover. The bidder must submit a detailed work plan indicating the proposed start date, mobilization period, key activities/milestones, and the full implementation period up to completion.	10	Unable to demonstrate/commit to mobilization within 7 calendar days and/or completion within 45 calendar days. No adequate work plan submitted.	N/A	Clear and complete work plan confirming the proposed start date , mobilization within 7 calendar days , and completion of all works within 45 calendar days after site handover. 10 points
6	Warranty	Minimum 6-month warranty for completed works, plus transfer to ACTED of the manufacturers' warranties for solar panels, inverters and pumps	5	Less than 6 months or no warranty commitment	N/A	Written commitment confirming minimum 6-month warranty and transfer of manufacturers' warranties 5 points
7	BONUS: Social and environmental impact Bidder must provide a letter or strategy to clarify their greening process		10	No policy provided		Clear environmental strategy or eco-friendly work practices 10 Points

12. ACTED's General 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:

