

Tender response forms

SUD-KHT-2026-004 · ITT-SUD-KHT-2026-004 · Construction of WASH facilities at health and nutrition facilities, Khartoum and Al Jazeera States

Tender reference	ITT-SUD-KHT-2026-004
Procurement dossier	SUD-KHT-2026-004
Contains	Annexes A, B, C, D, E, F and H
Returned in	The TECHNICAL envelope or file. No price may appear anywhere in this document.
Closing	21 October 2026 at 16:00 Sudan time
Questions and submission	hani.mohamed@muslimaid.com
Company completing this form	

Complete every annex in this document, sign and stamp where indicated, and return it with your technical offer. This document is read together with the invitation to tender, which governs. Where this document and the invitation to tender disagree, the invitation to tender takes precedence.

Annex G, the priced bill of quantities, is a separate workbook and goes in the FINANCIAL file only. Annex I, the supplier registration form, is a separate file. Annex J, the terms and conditions, is signed and returned separately. Annexes K and L are for information and are not returned.

Annex A · Submission checklist

Complete this and place it at the front of your technical envelope or file.

#	Item	Envelope	Attached
1	This checklist, completed	Technical	
2	Annex B - company details, signed and stamped	Technical	
3	Annex C - declaration on personal and legal circumstances	Technical	
4	Annex D - conflict of interest declaration	Technical	
5	Annex E - code of conduct and anti-bribery declaration	Technical	
6	Annex F - technical offer with method statement and program	Technical	
7	Annex H - at least two references	Technical	
8	Annex I - supplier registration form	Technical	
9	Certificate of business registration	Technical	
10	Tax identification number and VAT certificate	Technical	
11	Audited or certified accounts, bank statements, bank solvency letter	Technical	
12	Evidence of two comparable contracts	Technical	
13	Annex J - terms and conditions, signed and stamped	Technical	
14	Annex G - priced bill of quantities for each lot bid for	FINANCIAL	

Annex B · Company details

Registered company name	
Trading name, if different	
Registered address	
Operating address in Sudan	
Business registration number	
Tax identification number	
VAT registration number	
Year established	
Legal form	
Directors and key personnel	
Parent company, if any	
Ownership	
Associated companies, if any	
Any other person or organization who will benefit from this contract	
Primary contact name and position	
Telephone	
Email	
Lot or lots being bid for	

Name of authorized signatory	
Position	
Signature and company stamp	
Date	

Annex C · Declaration on personal and legal circumstances

Completed and signed by a duly authorized officer. Tick Yes or No against each statement.

Statement	Yes	No
The tenderer is bankrupt, being wound up, under court administration, has entered an arrangement with creditors, or has suspended business activities		
The tenderer is subject to proceedings for bankruptcy, winding up, administration or an arrangement with creditors		
The tenderer, or any director or officer, has been convicted of an offence concerning professional conduct		
The tenderer has been guilty of grave professional misconduct		
The tenderer has not met obligations to pay taxes or social security contributions in Sudan		
The tenderer, or any director or officer, has been convicted of fraud, corruption, money laundering or an offence connected with terrorism		
The tenderer, or any affiliate, is subject to any international sanction or exclusion order		
The tenderer has been seriously in breach of contract with any humanitarian or development organization in the last three years		

A Yes answer does not automatically exclude a tenderer, but the circumstances must be explained in an attached statement.

Name of authorized signatory	
Position	
Signature and company stamp	
Date	

Annex D · Conflict of interest declaration

Declare any relationship, financial interest or family connection between your company, its owners, directors or staff, and any Muslim Aid employee, board member or representative. Declare also any relationship with another tenderer for this contract.

Is there any conflict of interest to declare? Yes / No	
If yes, give full details	
Muslim Aid staff known personally to your directors or owners	
Any other tenderer for this contract with whom you share owners, directors, address, telephone number or bank account	

Name of authorized signatory	
Position	
Signature and company stamp	
Date	

Annex E · Code of conduct and anti-bribery declaration

By signing, the tenderer confirms and undertakes that it:

- will not offer, give, solicit or accept any bribe, inducement, gift or hospitality intended to influence the award or administration of this contract
- will not engage in any collusive practice with another tenderer, including price fixing, cover bidding or sharing markets
- will not engage in any fraudulent or coercive practice at any stage of this tender or contract
- will comply with Muslim Aid's safeguarding requirements and will not tolerate any sexual exploitation, abuse or harassment by its personnel
- will not employ any person below the legal minimum working age, and will not use forced or bonded labor
- will pay its workers lawfully and provide a safe working environment, including appropriate protective equipment on site
- will comply with applicable environmental requirements and dispose of waste lawfully
- will report immediately to whistleblowing@muslimaid.org any suspicion of fraud, bribery, corruption or a safeguarding breach connected with this contract
- accepts that Muslim Aid may terminate the contract and recover its losses in the event of a breach of any of the above

Name of authorized signatory	
Position	
Signature and company stamp	
Date	

Annex F · Technical offer format

Keep it concise. Do not include any price in this annex or anywhere in the technical envelope or file.

Section	Content required	Limit
F.1	Executive summary: how you will approach and execute the work, from a management and logistical perspective	2 pages
F.2	Method statement per lot: sequence of works, materials sourcing, site management, supervision and quality control	4 pages
F.3	Work program: activities against weeks, from contract signature to handover, per location	1 page
F.4	Team: names, roles and relevant experience of the site supervisor and key personnel	2 pages
F.5	Plant and equipment available for this contract	1 page
F.6	Access and security plan: how you will reach and work at the sites	1 page
F.7	Health, safety and environmental arrangements on site	1 page
F.8	Any added value or additional services offered	1 page

Annex H · References

At least two references for comparable contracts completed in the last three years. References may not be Muslim Aid staff or relate to a Muslim Aid contract. Muslim Aid may contact them confidentially.

Reference 1

Client organization	
Contact name and position	
Telephone	
Email	
Nature of the work	
Location	
Approximate contract value (USD)	
Dates	

Reference 2

Client organization	
Contact name and position	
Telephone	
Email	
Nature of the work	
Location	
Approximate contract value (USD)	
Dates	

Reference 3

Client organization	
Contact name and position	
Telephone	
Email	
Nature of the work	
Location	
Approximate contract value (USD)	
Dates	

End of tender response forms. Check Annex A before sealing the technical envelope or file.