

REQUEST FOR QUOTATIONS (RFQ)

RFQ Number:	RFQ0003/CO/26
Issuance Date:	OCTOBER 12, 2026
Submission Deadline:	October 20, 2026, 0500 hours (Sudan Time Zone, CAT)
Description:	Procurement of learning kits for distribution to 5982 learners in Fula and Lagawa of West Kordofan
Funded By:	ECHO EiE- WK
Implemented by:	LM INTERNATIONAL, SUDAN PROGRAMME

1. Introduction:

LM International (formerly IAS) is a registered and voluntary nonprofit organization. Our vision is ‘*Dignified life – Sustainable world*’. We operate in many areas characterized by humanitarian disasters where saving lives is our number one priority. We also work for long-term change for individuals where we strongly believe in the inherent power of humans and are committed to equipping people with tools to build their own future. In Sudan, LM International is registered with the Government of the Sudan (GOS) as an international humanitarian aid agency. Our programs currently operate in several states of Sudan, addressing urgent humanitarian needs while supporting recovery and resilience in affected communities.

2. Purpose of the Request of Quotation (RFQ)

The purpose of this RFQ003/CO/26 is to solicit quotations from eligible vendors for the procurement of learning kits for distribution to 5982 learners in Fula and Lagawa of West Kordofan as described in **Section 4- QUOTATION and Section 10: ANNEXES (BOQ)**. This RFQ will lead to an award of a Fixed Price Contract / Purchase Order (PO) to the best bidder.

3. Instructions to Offerors/Suppliers

- a) **Offer Deadline and Submission Protocol:** Offers must be received no later than the date and time specified in the “Submission Deadline:” section above. Offers are to be received in electronic version only and by email. Offers must be emailed to sudan.procurement@lminternational.org
Please reference the RFQ number in any response to this RFQ. Offers received after the specified submission time and date will be considered late, hence disqualified. Late submissions will be considered only at the discretion of LM International.
- b) **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than October 20, 2025 [12:00] HRS (Sudan Time, CAT) by email to

sudan.procurement@lminternational.org. Phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that LM International believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding. LM International would make efforts to provide responses to any questions within 24 hours.

- c) Only the written answers issued by LM International will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of LM International or any other entity should not be regarded as an official response to any questions regarding this RFQ.

4. Scope of Work

The detailed Scope of Work and Bills of Quantities (BoQs) are provided in **Annexes I–4**. The project involves **procurement and distribution of learning kits for to 5982 learners in Fula and lagawa of West Kordofan**.

#	Description/Condition	Unit of measure	Quantity
1	Pencils	cartoon	11
2	Pencil sharpener, metal	pc	6200
3	Erasers (Roko)	pc	6200
4	Coloring pencils (the long one, not the short)	Dozen	518
5	Exercise Books (60 pages) Arabic	cartoon	260
6	Exercise Books (60 pages) Mathematics	cartoon	135
7	Ruler, plastic 30 cm	pc	6200
8	school bags with LM and donor logos	pc	6200
9	Packing cartoon with brand	Dozen	6

The selected vendor shall provide all necessary labour, materials, tools, and equipment to complete the works in accordance with the BoQs and technical specifications.

5. Quotation Requirements

5.1 Price Structure

- d) Prices must be quoted in (SDG) Sudanese Pounds on a fixed-price, all-inclusive basis.
- e) Prices should include all applicable taxes, delivery, handling, and other costs.
- f) Quotations must remain valid for at least 90 calendar days from the submission deadline.
- g) Quotations should be submitted on the vendor's official letterhead.

5.2 Required Supporting documents:

The offerors responding to this RFQ are requested to submit the following documentation, all in the **English language**:

- a. Valid Company legal registration certificates
- b. Tax Identification Number (TIN) Certificate.
- c. Valid Tax Compliance Certificate.
- d. Company profile or summary of relevant experience.
- e. Minimum of three (3) references for similar projects (preferably donor-funded, within the last two years.
- f. SDG and USD Bank Account Details (Issued on a Bank Letterhead with Bank name, Bank branch name, Bank Address, Company Name that matches the offeror's name, Account number, and swift code); and
- g. Signed LM International Supplier Code Conduct.

Note: The price quotation must be submitted separately from the technical documents but within the same email.

6. Delivery and Implementation Timeline

The delivery/implementation locations are **West Kordofan, Fula and lagawa**. Offerors should provide their proposed delivery or completion timeframe (in calendar days) for each site. The agreed timeline will become binding under any resulting contract.

7. Evaluation and Award Criteria

7.1 Evaluation Process: LM International will evaluate quotations using a Best Value for Money approach — combining technical responsiveness and reasonable pricing. Quotations will first undergo a preliminary compliance check. Non-compliant or incomplete offers may be rejected.

7.2 Technical Evaluation Criteria

SN	Evaluation Criteria	Description
1	Delivery timeframe and logistics plan	Demonstrated ability to meet deadlines efficiently
2	Technical proposal and BoQ compliance	Adherence to required specifications and quality standards
3	Relevant experience	At least 2 years of experience with similar donor-funded WASH projects (with verifiable references)
4	Financial reasonableness	Competitive and realistic pricing structure

LM International reserves the right to conduct reference checks, negotiate with bidders, or reject any or all offers.

8 Terms and Conditions

- i. This RFQ does not constitute a commitment to award a contract or cover any costs incurred by offerors in preparing proposals.
- ii. LM International reserves the right to accept or reject any quotation, to waive informalities, or to cancel the solicitation in its entirety.
- iii. Standard payment terms: Net 30 days after satisfactory completion and acceptance of goods/services. Payment will be made in instalment based on completed deliverable/milestone.
- iv. Payment will be made only to the vendor named in the Purchase Order.
- v. All vendors must adhere to LM International's Anti-Corruption, Anti-Fraud, and Conflict of Interest policies.

9. QUOTATION FORM

(The offeror shall fill out the quotation form below and submit it on official company letterhead)

Line Item	QTY	Unit	Description/Condition	Unit Price	Total Price (SDG)
1.	11	cartoon	Pencils		
2.	6200	pc	Pencil sharpener, metal		
3.	6200	pc	Erasers (Roko)		
4.	518	Dozen	Coloring pencils (the long one, not the short)		
5.	260	cartoon	Exercise Books (60 pages) Arabic		
6.	135	cartoon	Exercise Books (60 pages) Mathematics		
7.	6200	pc	Ruler, plastic 30 cm		
8.	6200	pc	school bags with LM and donor logos		
9.	6	Dozen	Packing cartoon with brand		
				Transportation	
				Total	

Please include the following information in your quotation.

Availability of Products in stock:	
Delivery /Lead Timeframe:	
Payment Terms and Conditions:	
Warranty	

Validity period of Quotation:	
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10. ANNEXES

- a)** BoQ - procurement of learning kits for distribution to 5982 learners in Fula and lagawa of West Kordofan
- b)** LM International Supplier Code of Conduct (PDF)