

CLEANING (MATERIALS/TOOLS) – OFFER FORM **ACTED SUDAN**

Tender N° (filled in by ACTED): T/23Multi/Multi/CLEANING/WN/13.10.2026/002

Date (filled in by Bidders):

To be Filled by Bidder (**COMPULSORY**)

Company's Name (as per registration documents)	
Company Authorized Representative's Name (as per registration documents or duly signed Power of Attorney)	
Company Registration Number	
Registration body	
Company's mailing address Shop/Office/Building No Street name City Governorate/province/district Country	
Commercial representative for the bid (if different from authorized representative)	
Phone contact number Landline Mobile No	
Email address	

I, the undersigned (to be filled in by the Bidder), _____
agree to provide ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.

Please refer to the SoW and points below before filling in your prices or submitting a price offer.

- The tender is for **1 lot**. The Bidder must offer all items & quantities indicated in the lot.
- Partial bids (offers for only part of the lot) will not be considered and will be rejected.
- Unit and Total prices must be submitted in **USD**, inclusive of all costs (Transportation, Loading/Off-loading, Applicable taxes, etc.).
- Bidders are requested to attach technical descriptions of the items offered (e.g. catalogues, product data sheets, brand/origin information).
- **The awarded Bidder should note that the contract shall be valid for one (1) year; however, ACTED Sudan reserves the right to terminate or suspend the contract at its sole discretion, without prior notice.**
- **Each page of the offer form must be signed and stamped by the Bidder.**

1. Financial Offer:

The supplier is **not** obligated to the sample as shown below; it is just an example (المورد غير ملزم بالعينة كما هو موضح أدناه؛ فهي مجرد مثال)

No	Description	Unit	Sample Pictures	Unit Price Exclusive of Tax	Unit Price Inclusive of Tax
1	Toilet paper, 2-ply paper	Roll of 215 m			
2	Absorbent paper tissue for Kitchen, Jumbo roll	Set of 6			
3	Facial tissue paper, 2-ply: Carton/box	Box of min 150			

4	Paper napkins 30 × 30 cm.	Pack of 50 PCS			
5	Absorbent interfolded paper towels.	Pack of 200 PCS			
6	Liquid hand soap	Bottle of 500 ml			
7	Liquid hand soap	Container of 3 L			
8	Bar soap	PCS of 70 g			
9	White bar soap	PCS of 150–200 g			

10	Carbolic/phenic disinfectant soap	PCS			
11	Antibacterial hand sanitizer	Bottle of 500 ml			
12	Liquid antiseptic disinfectant	Bottle of 500 ml			
13	70% alcohol-based disinfectant, spray bottle.	Bottle of 500 ml			
14	Bathroom floor cleaning gel	Container of 1 kg			
15	Bathroom Cleaner, Liquid descaler for removing limescale.	Bottle of 1 L			

16	Drain Cleaner Liquid (sink and drain cleaner)	Bottle of 1 L			
17	Automatic toilet bowl cleaner	Pack of 3 PCS			
18	Dishwashing Sponge	Pack of 3			
19	Cotton Floor Cleaning Cloth	PCS			
20	Cotton Kitchen Towel	PCS			
21	Dusting Cloth (Microfiber or woven textile)	PCS			

22	Sponge Cloth (Sponge/cellulose material or equivalent)	PCS			
23	Anti-Slip Mat (90 × 50 cm)	PCS			
24	Metallic Scourer (Metallic wire or mesh)	PCS			
25	Indoor Broom Head (smooth) Materials: Plastic/wood Dimension: 40-50cm Length, 10 cm width	PCS			
26	Outdoor Broom Head (rough) Materials: Plastic/wood Dimension: 40-50cm Length, 10 cm width	PCS			
27	Floor Wiper Head Materials: Rubber/plastic Dimension: 40-50cm length, 3-4cm width	PCS			

28	Handle for broom/Wiper Materials: Plastic/Wood Dimension: 150cm length, 2-3cm diameter	PCS			
29	Plastic Handheld Dustpan and broom	SET			
30	Toilet Cleaning Brush (Plastic handle and base with synthetic bristles)	SET			
31	Floor Mop with Bucket Plastic bucket and handle with sponge mop head and automatic wringer.	SET			
32	Replacement Mop/Brush Head Materials: Synthetic bristles or sponge	PCS			
33	Rubber/ Plastic Cleaning Bucket	10 L			

34	Rubber/ Plastic Cleaning Bucket	20 L			
35	Dishwashing Brush (Plastic handle with synthetic bristles)	PCS			
36	Floor Squeegee Rubber blade with plastic/metal handle.	PCS			
37	Liquid dishwashing detergent	Bottle of 1 L			
38	Multipurpose Bleach – Liquid	Bottle of 1 L			
39	Liquid floor-cleaning detergent	Bottle of 1 L			

40	Multipurpose Cleaning Cream for stains and grease	Container of 500 ml			
41	Glass-cleaning solution in spray bottle	Bottle of 750 ml			
42	Furniture-polishing solution in spray container	Bottle of 350 ml			
43	Air-freshening liquid/aerosol spray	Bottle of 1 L			
44	Liquid fabric softener	Bottle of 3 L			
45	Powder Laundry Detergent	Pack of 5 kg			

46	Liquid Laundry Detergent	Bottle of 3 L			
47	Insecticide Spray for cockroaches	Bottle of 500 ml			
48	Insecticide Spray for flying insects	Bottle of 500 ml			
49	Household Cleaning Gloves - Rubber. Sizes: S, M, L, XL, XXL	PAIR			
50	Surgical Gloves - Sterile medical-grade glove material. Sizes: S, M, L, XL, XXL	Box of 100			
51	Disposable Medical Face Masks - Non-woven mask material.	Box of 100			

52	Whiteboard Cleaner for removing permanent marker	Bottle of 100 ml			
53	Small Trash Bags – Plastic 43 × 53 cm	Pack of 30 PCS			
54	Large Trash Bags – Plastic 80 × 90 cm	Pack of 10 PCS			
55	Folded paper Towel Dispenser	PCS			
56	Stainless Steel Toilet Sprayer (Shattaf Set) – Handheld Bidet Spray with Hose & Wall Bracket, Rust-Resistant	SET			
57	Trash bin stainless steel hydraulic - Semi Round	30 L			

58	Foot-Operated Recycle Bin - polyethylene (HDPE) Includes lid and foot pedal.	30 L			
59	Mobile Waste Bin Materials: High-density polyethylene (HDPE), with fitted lid and durable wheels. Capacity: 80 L. Color coding: Based on Request	Bin 80 L			
60	Mobile Waste Bin Materials: High-density polyethylene (HDPE), with fitted lid and durable wheels. Capacity: 120 L. Color coding: Based on Request	Bin 120 L			

2. Bidder's Conditions:

	GENERAL CONDITIONS RECOMMENDED BY ACTED	GENERAL CONDITIONS OFFERED BY BIDDERS (if different)
VALIDITY OF THE OFFER	1 Year	
TERMS OF PAYMENT	Payment shall be made within thirty (30) calendar days after delivery of the supplies, subject to inspection, verification, and written acceptance by authorized ACTED staff.	

3. Delivery Conditions:

	DELIVERY CONDITIONS REQUESTED BY ACTED	DELIVERY CONDITIONS OFFERED BY THE BIDDER (if different)
INCOTERM (as per last version)	DDP	
Offer Validity	One (01) Year recommended	
Price Validity	Fixed unit prices throughout the one-year contract period	
DELIVERY ADDRESS	• ACTED OFFICE – KOSTI, WHITE NILE STATE, SUDAN • ACTED PROJECT LOCATIONS, AS SPECIFIED IN EACH PURCHASE ORDER	
DELIVERY DEADLINE	• TWO (2) CALENDAR DAYS FROM THE DATE THE PURCHASE ORDER IS ISSUED	
Reliability (Customer services: repair, return and exchange)	Bidders to list one or all of the following options, e.g.: - Repair - Return - Exchange -	Bidders to list one or all of the options listed in the ACTED section
Warranty	Bidders to choose one of the options listed below • Bidder offers 1-year warranty or applicable warranty • Bidder offers 2-year warranty or applicable warranty	Bidders to list one of the options listed in the ACTED section

Availability of Stock	Bidders to choose one of the options listed below • Less than 50% of the required items are available in the supplier's stock • Between 50% (included) and 60% of the required items are available in the supplier's stock • Between 60% (included) and 70% of the required items are available in the supplier's stock • Between 70% (included) and 80% of the required items are available in the supplier's stock • Between 80% (included) and 90% of the required items are available in the supplier's stock • 90% or more of the required items are available in the supplier's stock	Bidders to list one of the options listed in the ACTED section
MEANS OF TRANSPORTATION Point of departure Expected travel distance (km/miles) Mode (road/air/sea) Vehicle brand, model & year	• SUITABLE VEHICLE FOR THE GOODS BEING DELIVERED.	

Company Name:

Authorized Representative Name:

Signature:

Stamp: