

## REFRESHMENTS – OFFER FORM **ACTED SUDAN**

Tender N° (filled in by ACTED): T/23Multi/Multi/Refreshments/WN/18.10.2026/004

Date (filled in by Bidders):

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

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

- 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 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 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)
- In case the item has a different unit, please specify it in the market unit column (في حال كان للصفحة وحدة قياس مختلفة، يرجى توضيح ذلك في عمود وحدة السوق)

| # | Description                                                                      | Samples' Pictures                                                                   | Unit                  | Market Unit | Unti Price Exclusive Tax | Unti Price Inclusive Tax |
|---|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------|-------------|--------------------------|--------------------------|
| 1 | Turkish Coffee / Extra fine, Medium to dark roat                                 |   | Pack of 250g          |             |                          |                          |
| 2 | Instant Coffee 3-in-1 (Coffee + Sugar + Creamer) Powdered mix, Different flavors |  | Pack of 20-28 sachets |             |                          |                          |

|   |                                          |                                                                                     |                 |  |  |  |
|---|------------------------------------------|-------------------------------------------------------------------------------------|-----------------|--|--|--|
| 3 | Instant Coffee Black                     |    | Jar of 180-200g |  |  |  |
| 4 | Instant Coffee Gold                      |    | Jar of 180-200g |  |  |  |
| 5 | American coffee / Ground (Medium Roast)  |    | Bottle of 500g  |  |  |  |
| 6 | Coffee Creamer, Powder, Original flavour |   | Bottle of 200g  |  |  |  |
| 7 | Tea Bags, Black                          |  | Box of 100      |  |  |  |

|    |                         |                                                                                     |              |  |  |  |
|----|-------------------------|-------------------------------------------------------------------------------------|--------------|--|--|--|
| 8  | Tea Bags, green         |    | Box of 100   |  |  |  |
| 9  | Loose Tea, Black        |    | Pack of 500g |  |  |  |
| 10 | Hibiscus (كرکديه)       |    | Pack of 40   |  |  |  |
| 11 | Cinnamon Sticks         |   | 1 Kg         |  |  |  |
| 12 | Ginger-Powder Sinjibiil |  | 1 Kg         |  |  |  |

|    |                           |                                                                                     |             |  |  |  |
|----|---------------------------|-------------------------------------------------------------------------------------|-------------|--|--|--|
| 13 | Anise (Yansoon)           |    | 1 Kg        |  |  |  |
| 14 | Cardamom seeds            |    | 1 Kg        |  |  |  |
| 15 | Cloves (Dhagayare) per kg |    | 1 Kg        |  |  |  |
| 16 | Milk, Fine Powder         |   | 1 Kg        |  |  |  |
| 17 | Sugar, sachet             |  | Bag of 1 Kg |  |  |  |

|    |                           |                                                                                     |                     |  |  |  |
|----|---------------------------|-------------------------------------------------------------------------------------|---------------------|--|--|--|
| 18 | Sugar, sachet             |    | Bag of 5 Kg         |  |  |  |
| 19 | Salt                      |    | Bag of 750-1000g    |  |  |  |
| 20 | Water Cups, 250ml/PCS     |    | Shrink of 20 Bottle |  |  |  |
| 21 | Water bottles, 600 ml/PCS |   | Shrink of 12 Bottle |  |  |  |
| 22 | Water bottles, 1.5L/PCS   |  | Shrink of 6 Bottle  |  |  |  |

|    |                                                    |                                                                                     |                  |  |  |  |
|----|----------------------------------------------------|-------------------------------------------------------------------------------------|------------------|--|--|--|
| 23 | Drinking Water (Disposable Bottle)                 |    | 10 L             |  |  |  |
| 24 | Butter Cookies, individually wrapped (~500g)       |    | Packet of 500g   |  |  |  |
| 25 | Digestive Original Biscuit – Britannia             |    | Pack of 400-500g |  |  |  |
| 26 | Long life milk (Full cream, Semi-skimmed, skimmed) |   | 1 Liter          |  |  |  |
| 27 | Juice (Orange, Mango, Mix, etc)                    |  | 1 Liter          |  |  |  |

|    |                                                                         |                                                                                     |                  |  |  |  |
|----|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------|--|--|--|
| 28 | Juice, Flavors (e.g., Orange, Mango, Apple, Mixed Fruit, etc) (~250 ml) |    | Box of 20-30 pcs |  |  |  |
| 29 | Juice Powder, different flavors                                         |    | Bottle of 900g   |  |  |  |
| 30 | Soft drinks (Cola, Lemon, Orange, etc),<br>330–500 ml per piece         |    | PCS              |  |  |  |
| 31 | Dry baking yeast<br>Total: 20 Bag / 454g each                           |  | Carton of 9 Kg   |  |  |  |
| 32 | Dried dates fruit                                                       |  | 1 Kg             |  |  |  |

|    |                          |                                                                                     |      |  |  |  |
|----|--------------------------|-------------------------------------------------------------------------------------|------|--|--|--|
| 33 | Green coffee beans       |    | 1 Kg |  |  |  |
| 34 | caramel candy            |    | 1 Kg |  |  |  |
| 35 | White Flour              |   | 1 Kg |  |  |  |
| 36 | Foul Beans               |   | 1 Kg |  |  |  |
| 37 | Sudanese roasted peanuts |  | 1 Kg |  |  |  |

|    |                            |                                                                                     |             |  |  |  |
|----|----------------------------|-------------------------------------------------------------------------------------|-------------|--|--|--|
| 38 | Vegetarian Oil             |    | 1 Liter     |  |  |  |
| 39 | Local white Cheese         |   | 1 Kg        |  |  |  |
| 40 | Local white Cheese         |    | 1 Kg        |  |  |  |
| 41 | Tunna Canned               |   | Can of 200g |  |  |  |
| 42 | Jam Jar, different falvors |  | Jar 875 g   |  |  |  |

|    |                                 |                                                                                   |                            |  |  |  |
|----|---------------------------------|-----------------------------------------------------------------------------------|----------------------------|--|--|--|
| 43 | cream can                       |  | Can of 160g                |  |  |  |
| 44 | Tea Buscits, Bake or equivalent |  | Pack of 36<br>50 g per PCS |  |  |  |
| 45 | Coco Powder                     |  | Bottle of 400g             |  |  |  |

## 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)              |
|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <b>INCOTERM</b><br>(as per last version)                            | DDP                                                                                                                                                                                                                         |                                                                       |
| <b>Offer Validity</b>                                               | One (01) Year recommended                                                                                                                                                                                                   |                                                                       |
| <b>Price Validity</b>                                               | Fixed unit prices throughout the one-year contract period                                                                                                                                                                   |                                                                       |
| <b>DELIVERY ADDRESS</b>                                             | <ul style="list-style-type: none"> <li>• ACTED OFFICE – KOSTI, WHITE NILE STATE, SUDAN</li> <li>• ACTED PROJECT LOCATIONS, AS SPECIFIED IN EACH PURCHASE ORDER</li> </ul>                                                   |                                                                       |
| <b>DELIVERY DEADLINE</b>                                            | <ul style="list-style-type: none"> <li>• TWO (2) CALENDAR DAYS FROM THE DATE THE PURCHASE ORDER IS ISSUED</li> </ul>                                                                                                        |                                                                       |
| <b>Reliability (Customer services: repair, return and exchange)</b> | Bidders to list one or all of the following options, e.g.: <ul style="list-style-type: none"> <li>- Repair</li> <li>- Return</li> <li>- Exchange</li> </ul>                                                                 | Bidders to list one or all of the options listed in the ACTED section |
| <b>Warranty</b>                                                     | Bidders to choose one of the options listed below: <ul style="list-style-type: none"> <li>• Bidder offers 1-year warranty or applicable warranty</li> <li>• Bidder offers 2-year warranty or applicable warranty</li> </ul> | Bidders to list one of the options listed in the ACTED section        |
| <b>Availability of Stock</b>                                        | Bidders to choose one of the options listed below <ul style="list-style-type: none"> <li>• Less than 50% of the required items are available in the supplier's stock</li> </ul>                                             | Bidders to list one of the options listed in the ACTED section        |

|                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                                                                                                                                | <ul style="list-style-type: none"> <li>Between 50% (included) and 60% of the required items are available in the supplier's stock</li> <li>Between 60% (included) and 70% of the required items are available in the supplier's stock</li> <li>Between 70% (included) and 80% of the required items are available in the supplier's stock</li> <li>Between 80% (included) and 90% of the required items are available in the supplier's stock</li> <li>90% or more of the required items are available in the supplier's stock</li> </ul> |  |
| <b>MEANS OF TRANSPORTATION</b><br>Point of departure<br>Expected travel distance (km/miles) Mode (road/air/sea)<br>Vehicle brand, model & year | <ul style="list-style-type: none"> <li>SUITABLE VEHICLE FOR THE GOODS BEING DELIVERED.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |

Company Name: .....

Authorized Representative Name: .....

Signature: .....

Stamp: .....