

PRINTING, BRANDING & PROMOTIONAL MATERILAS – OFFER FORM **ACTED SUDAN**

Tender N° (filled in by ACTED): T/23Multi/Multi/Printing, Branding & Promotional Materials/WN/19.10.2026/005

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 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.
- 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.**
- Unit prices must be submitted in **USD**, inclusive of all costs (**Design, colored printing**, Transportation, Loading/Off-loading, Applicable taxes, etc.).

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)

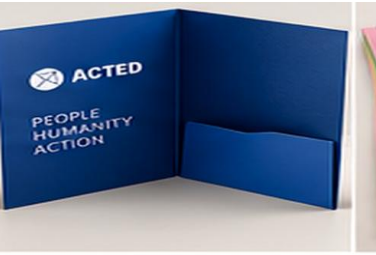
#	Description		Unit	Unti Price Exclusive Tax	Unti Price Inclusive Tax
1	Removable Vehicle Sticker – A3: A3 size removable adhesive vinyl sticker with gloss finish and 2-color logo print		PCS		
2	Heavy Duty Sticker – A4: A4 waterproof vinyl sticker, UV and sun resistant		PCS		
3	Heavy Duty Sticker – A5: A5 waterproof vinyl sticker, durable outdoor quality		PCS		

4	Heavy Duty Sticker – 10×15 cm: Waterproof adhesive vinyl sticker for outdoor use		PCS		
5	Heavy Duty Sticker – 21×7.5 cm: Durable waterproof vinyl sticker, UV resistant		PCS		
6	Heavy Duty Sticker – 1 m ² : Large format waterproof and sunproof vinyl sticker		PCS		
7	Foam Board – A0: 3 mm lightweight rigid foam board for display		PCS		
8	Foam Board – A2: 3 mm foam board for indoor display		PCS		
9	Foam Board – A3: 3 mm foam board for signage and presentations		PCS		
10	Foam Board – A4: 3 mm foam board for desk displays		PCS		
11	Leaflets – Standard: A4 leaflet, 80 GSM paper, full color, double-sided, bi-fold		PCS		
12	Leaflets – Premium: A4 leaflet, 210 GSM art paper, full color, double-sided, folded		PCS		

13	Booklet – Medium Quality: A4 booklet, 32 pages, 140/80 GSM paper, full color, ring binding		PCS		
14	Booklet – High Quality: A4 hard cover booklet with matt finish, 32 pages, 210/140 GSM paper		PCS		
15	Notebook A5 – Spiral: A5 spiral notebook, 100 pages, printed cover, 100 GSM pages		PCS		
16	Agenda A5: A5 hard cover agenda with printed logo		PCS		

17	Poster – A0: 190 GSM matte paper poster, full color, single-sided		PCS		
18	Poster – A1: 190 GSM matte paper poster, full color, single-sided		PCS		
19	Poster – A2: 190 GSM matte paper poster, full color, single-sided		PCS		
20	Poster – A3: 190 GSM matte paper poster, full color, single-sided		PCS		
21	Poster – A4: 190 GSM matte paper poster, full color, single-sided		PCS		
22	Certificate Printing: A4 certificate on 240 GSM paper with matte or glossy finish, full color		PCS		
23	Business Cards: 350 GSM card paper business cards with matte lamination and double-sided color print		PCS		
24	Paper Badge Set: Printed paper badge with string and plastic holder		PCS		

25	ID Card Lanyard Set: Printed polyester lanyard		PCS		
26	Employee Badge: Hard plastic PVC card with double-sided full-color print, size 5.5×8.5 cm		PCS		
27	Badge Holder: Hard plastic or acrylic holder for 5.5×8.5 cm ID cards		PCS		
28	Roll-Up Banner: 0.85×2 m flex banner with aluminum stand and carrying bag		PCS		

29	Folded Flyer: A4 200 GSM art matt paper flyer folded to A5 with lamination		PCS		
30	Envelope – Letter Size: 100 GSM paper envelope with 2-color ACTED logo		PCS		
31	Envelope – A4: A4 envelope, 100 GSM paper, 2-color print		PCS		
32	Pocket Folder: 70×50 cm open size folder, 400 GSM card, one pocket, full color		PCS		

33	Acrylic Sign: 30×50 cm acrylic signboard with printed logo		PCS		
34	Plastic Brochure Holder: Transparent plastic display holder with logo print		PCS		
35	Framed Photo – A4: A4 printed photo with wooden frame		PCS		
36	Framed Photo – A3: A3 printed photo with wooden frame		PCS		
37	Banner – 1×2 m: PVC outdoor banner with reinforced eyelets and full-color print		PCS		

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	Bidders to list one of the options listed in the ACTED section

	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	
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:

Date: