REQUEST FOR QUOTATIONS (RFQ)

RFQ Number:	**RFQ0005/CO/26**
Issuance Date:	**November 17, 2026**
Submission Deadline:	**November 27, 2026, 0500** hours **(Sudan Time Zone, CAT)**
Description:	**Procure and distribute accessible teaching supplies to teachers, West Darfur Geneina, Sudan**
Funded By:	**ECW - 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 RFQ0005/CO/26 is to solicit quotations from eligible vendors for the **Procure and distribute accessible teaching supplies to teachers, West Darfur Geneina, Sudan** 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 November 27, 2026 [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 1–4**. The project involves **Procure and distribute accessible teaching supplies to teachers, West Darfur Geneina, Sudan**

#	Description/Condition	Unit of measure	Quantity
1	Chalk	Box	600
2	Pens	Box	400
3	Attendance registers	PC	600
4	Teachers geometrical set	Set	400

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 Sudanese Pound (SDG) and (USD) US Dollar 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 **Geneina West Darfur, Sudan**. 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 educational 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 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 (USD)
1.	600	Box	Chalk		
2.	400	Box	Pens		
3.	600	PC	Attendance registers		
4.	400	Set	Teachers geometrical set		

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:	

10. ANNEXES

a) LM International Supplier Code of Conduct (PDF)