Request for Proposal

Danish Refugee Council
19th November 2026
Danish Refugee Council Sudan, House No. 14,
Al Manshiya Neighborhood, Khartoum State, Sudan

To: Open International "Request for Proposal" to qualified vendors

Request for Proposal No.: [RFP-SDN-PZU-2026-038 -FWA-CRS]
Provision of Car Rental Services for DRC Sudan offices in Nertiti, Golo, Tawila and Umdukhun for the financial year of 2026-2028 under a Framework Agreement

Dear Sir/Madam:

The Danish Refugee Council (DRC) has received grants from several donors for the implementation of humanitarian aid operations. For the smooth running of the operation, Car Rental Services are required for DRC Sudan offices in Nertiti, Golo, Tawila and Umdukhun for the financial years 2026-2028. *Which have been combined with nine lots*

Lot 01. Daily rent for Nertiti office for Toyota Land Cruiser GX / Station Wagon 4x4 to cover 17 locations.
Lot 02. Daily rent for Nertiti office for Toyota Land Cruiser Hardtop 5 Doors 4x4 to cover 17 locations.
Lot 03. Daily rent for Golo office for Toyota Land Cruiser GX / Station Wagon 4x4 to cover 16 locations.
Lot 04. Daily rent for Golo office for Toyota Hilux Pickup Double Cabin 4x4 to cover 16 locations.
Lot 05. Daily rent for Golo office for Toyota Land Cruiser Hardtop 5 doors 4x4 to cover 16 locations.
Lot 06. Daily rent for Tawila office for Toyota Land Cruiser GX / Station Wagon 4x4 to cover 19 locations.
Lot 07. Trips for Umdukhun office Toyota Land Cruiser GX / Station Wagon 4x4 to cover 13 locations.
Lot 08. Trips for Umdukhun office for Toyota Hilux Pickup Double Cabin 4x4 to cover 13 locations.
Lot 09. Trips for Umdukhun office for Toyota Land Cruiser Hardtop 4x4 to cover 14 locations.

Therefore, the DRC requests you to submit Request for Proposal (RFP) for the provision of car rental services as listed on the attached **DRC Bid Form Annexes A.1 (Technical) and Annex A.2 – Bid Form (Financial). Contains 9 major lots, each lot contains many lines**

I. TENDER DETAILS

The Tender details are as follows:

Line	Item	Time, date, address as appropriate
1	RFP published	Date 19th November ,2026
2	Technical brief session (attendance optional)	Date: 29th November 2026 in Khartoum office,2:00 PM Sudan time in Khartoum (Supplier may request to participate in this meeting by sending email to prourment.sdn@drc.ngo)
3	Closing date for clarifications	Date: 7th December 2026 – Time: 04:00 PM Sudan Local UTC 2:00 PM
4	Closing date and time for receipt of Tenders	Date: 10th December 2026 – Time: 04:00 PM Sudan Local Time
5	Tender Opening Location	Danish Refugee Council office Khartoum – Sudan
6	Tender Opening Date and time	Date: 11th December 2026 – Time: 02:00 AM Sudan Local Time

PLEASE NOTE: NO BIDS WILL BE ACCEPTED AFTER THE ABOVE CLOSING TIME AND DATE

II. IMPORTANT INFORMATION REGARDING THIS RFP:

- This RFP is launched for the purpose of establishing a framework agreement with the supplier for Provision of Car Rental Services for DRC Sudan offices in Nertiti, Golo, Tawila and Umdukhun for the financial years 2026-2028 for a period of 24 months with the possibility to be extended for another 12 months.
- A Framework Agreement (FWA) is an agreement with a single supplier (or group of suppliers) to establish terms governing contracts that may be awarded during the period of the FWA. DRC, as a contracting authority, does not guarantee any volume of orders under FWAs as all purchases will be based on the needs and activities of DRC.
- A Framework agreement is not binding for DRC to place any Purchase Orders. DRC will place orders with the awarded supplier based on the agreement as per its requirement.
- The FWA will set prices for the FWA duration. Prices and the quality of the items received will be reviewed jointly on an annual basis by DRC and framework suppliers to make sure it's satisfactory and within current market value. However, prices for fuel will be reviewed jointly on a quarterly basis by DRC and framework suppliers to make sure it's satisfactory and within current market value.
- To participate in the FWA, respondents will need to be successful in this tender exercise. When a FWA is established with a supplier, the purchasing mechanism will be based on a Service Contract for a specified period of time and schedule of services - so when DRC requires a service, a Service Contract will be sent to the supplier to contract each specific order and confirm terms. Each Service Contract will be an individual contract based on the agreed terms in the FWA and governing terms and conditions in the Service Contract and DRC General Conditions of Contract.
  This Framework agreement consists of Nine (9) Lots:

  - ***Lot 01. Daily rent for Nertiti office for Toyota Land Cruiser GX / Station Wagon 4x4 to cover 17 locations.***
  - ***Lot 02. Daily rent for Nertiti office for Toyota Land Cruiser Hardtop 5 Doors 4x4 to cover 17 locations.***
  - ***Lot 03. Daily rent for Golo office for Toyota Land Cruiser GX / Station Wagon 4x4 to cover 16 locations.***
  - ***Lot 04. Daily rent for Golo office for Toyota Hilux Pickup Double Cabin 4x4 to cover 16 locations.***
  - ***Lot 05. Daily rent for Golo office for Toyota Land Cruiser Hardtop 5 doors 4x4 to cover 16 locations.***
  - ***Lot 06. Daily rent for Tawila office for Toyota Land Cruiser GX / Station Wagon 4x4 to cover 19 locations.***
  - ***Lot 07. Daily rent for Umdukhun office Toyota Land Cruiser GX / Station Wagon 4x4 to cover 13 locations.***
  - ***Lot 08. Daily rent for Umdukhun office for Toyota Hilux Pickup Double Cabin 4x4 to cover 13 locations.***
  - ***Lot 09. Daily rent for Umdukhun office for Toyota Land Cruiser Hardtop 4x4 to cover 14 locations.***

- **Bidders Must apply for the whole items in the lot Annex A1 Technical bid and A2 Financial Bid. Bids are partially accepted but for one complete lot, Bidder can apply for one lot or all Nine Lots**
- The specifications and scope of services can be found in Annex A.1 (Technical Bid Form) and Annex F (Scope of Services).
- Estimated required number of rented vehicles with average

  - Lot 1: Nertiti – estimated minimum of 3 vehicles monthly to cover 17 locations.
  - Lot 2: Nertiti – estimated minimum of 3 vehicles monthly 17 locations.
  - Lot 3: Golo – estimated minimum of 3 vehicles monthly to cover 16 locations.
  - Lot 4: Golo – estimated minimum of 3 vehicles monthly to cover 16 locations.
  - Lot 5: Golo – estimated minimum of 3 vehicles monthly to cover 16 locations.
  - Lot 6: Tawila – estimated minimum of 2 vehicles monthly to cover 19 locations.
  - Lot 7: Umdukhun- estimated minimum of 3 vehicles monthly to cover 13 locations
  - Lot 8: Umdukhun – estimated minimum of 3 vehicles monthly to cover 13 locations.
  - Lot 9: Umdukhun – estimated minimum of 3 vehicles monthly to cover 14 locations.

- A Framework agreement is not binding DRC to place any Purchase Orders. DRC will place orders to the awarded supplier based on the agreement as per its requirement.
- The quantities indicated in the technical bid form (Annex A.1) are estimates only and are to aid the bidder in the preparation of their bid. DRC is not committed to rent all types of the listed vehicles or a fixed number of any of the vehicles and the final number of vehicles rented may fall below or surpass those stated.

- DRC is maintaining offices in Central Darfur that vehicles will be staying over. However, there might be a need to expand locations, and DRC retains the right to keep the rented vehicles at its premises 24/7. In case vehicles are parked in areas other than DRC premises, the vehicles will need to be with driver or in a location set by DRC.
- All vehicles rental services delivered with third party insurance to all our 9 lots [Central Darfur] as per Annex A for nine lots.
- The final evaluation will be based on the category in Annex A.2 Financial bid (Pickup, Fortuner/ Prado/ Pajero/ or Equivalent) which is the most frequent types of vehicles that DRC is using.
- DRC may choose to cancel the agreement if deemed necessary.
- DRC may choose to split the contract award to more than one supplier.
- The provision of the service shall be within [24hs] of placing order. DRC may terminate the contract if supplier fails to deliver services within this period.
- No advance payment will be paid to the awarded supplier. The awarded supplier is expected to mobilize its own resources to deliver the agreed services.
- No advance payment will be paid to the awarded supplier. The awarded supplier is expected to mobilize its own resources to deliver the agreed service.
- All vehicles rental services shall be delivered as per [DDP] INCOTERMS 2020 to [Central Darfur] as per Annex A for nine lots.

III. SELECTION AND AWARD CRITERIA

The selection and award criteria are unique to all tenders. The evaluation process consists of three stages: 1) Administrative, 2) Technical and 3) Financial. Each stage requires information and documents from the bidder that will determine whether the bidder will progress to next stage or not. Awarding contracts resulting from this Tender is based on 'best value for money'. For the purpose of all tenders DRC defines best value for money as:

Best value for money should not be equated with the lowest initial bid option. It requires an integrated assessment of technical, organizational and pricing factors in light of their relative importance (i.e. reliability, quality, experiences, and reputation, past performance, cost/fee realism, delivery time, reasonableness, need for standardization, and other criteria depending on the item to be procured).

For all bids deemed technically compliant as per the specification stipulated in Annex A– Statement of Works, DRC will give a weighted combined technical and financial score. The weighted score will determine the contract award.

A. Administrative Evaluation

A bid shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Bids that are deemed administratively non-compliant may be rejected. Documents listed below shall be submitted with your bid.

#	Annex #	Document	Instructions
1	A.1	Technical Bid Form	Template provided by DRC with this ITB – Bidder should Complete ALL sections in full, sign, stamp, and submit (Incomplete form will result in disqualification of your offer. **MANDATORY**
2	A.2	Financial Bid Form	Template provided by DRC with this ITB – Bidder should Complete ALL sections in full, sign, stamp, and submit (Incomplete form will result in disqualification of your offer. **MANDATORY** Note: Financial bid should be separated from the technical bid.
3	B	Tender and Contract Award Acknowledgement Certificate	Template provided by DRC with this ITB – Bidder should Complete ALL sections in full, sign, stamp, and submit. **MANDATORY** (Absence or Incomplete will result in disqualification of your offer.)
4	C	General Conditions of Contract	Reference documents: Read and familiarize copy in technical bid envelope (will be required at the signing of contract).
5	D	Supplier Code of Conduct	Template provided by DRC with this ITB – Bidder should Complete ALL sections in full, sign, stamp, and submit. **MANDATORY** (Absence or Incomplete will result in disqualification of your offer.)

6	E	Supplier Profile and Registration Form	Template provided by DRC with this ITB – Bidder should Complete ALL sections in full, sign, stamp, and submit. **MANDATORY** (Absence or Incomplete will result in disqualification of your offer.)
7	F	Terms of Reference for the Desired Vehicle Rentals	Bidder should Complete ALL sections in full, sign, stamp, and submit. **MANDATORY**
8	G	Statement of Satisfactory Performance from the top three clients for work similar in contract value over the past three years (Reference List)	Complete ALL sections in full, sign, stamp and submit in the **technical bid** envelope **(Mandatory)**
9.	H	Template of DRC Framework Agreement	Just an example to clarify to bidders the type of agreement to be signed with the awarded bidder and not to be submitted with your bid.
10.	I	Valid company's registration document Valid Tax Card	Submit in the **Technical bid** envelope **(Mandatory)**
11.	J	Company's profile	Reference document shows past experience in similar services, including number and location of the company's HQ and branches. Submit in the **Technical bid** envelope
12.	K	Table showing the company owned fleet of all vehicle capacities for 2018 model or higher	Should be submitted in the **Technical bid** envelope **(Mandatory)**
13.	L	At least three contracts for Similar Service	Reference document copy of previous contracts for Similar Supplies, within the last 3-5 years. Submit in the **Technical bid** envelope **(Mandatory)**
14.	M	Proof of financial capacity	Copy of external document to prove the company financial statement such as recent updated bank statement, auditors report for the last past 3 years or any other external document to prove financial capacity status. Submit in the **Technical bid** envelope **(Mandatory)**

(Submitted offers will be reviewed on "Pass" or "Fail" basis. Failure to comply with the criteria will result with the disqualification)

B. Technical Evaluation

To be technically acceptable, the bid shall meet or exceed the stipulated requirements and specifications in the RFP. A Bid is deemed to meet the criteria if it confirms that it meets the conditions, procedures and specifications in the RFP without substantially departing from or attaching restrictions with them. If a Bid does not technically comply with the RFP, it will be rejected.

The criteria for the tender are stipulated in Annex A – DRC Bid Form.
The technical criteria for this RFP and their weighting in the technical evaluation are:

Technical criteria #	Technical criteria	Weighting in technical evaluation [Total 100%]
1.	Experience in similar services– including the provision of required service to International NGOs	25%
2.	Company's Financial Capacity	25%
3.	Size of owned fleet of all vehicle capacities for 2005 model or higher	25%

4.	Proposed services Replacement of vehicles (availability of backup vehicles)	15%
5.	Proposed services lead time (Maintenance of vehicles i.e. Periodic services i.e. oils and filter change lead time)	10%
DRC will use the Scoring method to technically evaluate each of the above criteria, bids must score 50% or above for each of the criteria weighted score in order to pass to the financial evaluation **For Example: Experience in similar services needs to score 12.5 or more out of 25 to pass and so on for the other criteria. Bid's should pass in all five criteria.**		

Please note that bids shall respond to all criteria, or their bid may be disqualified.

C. Financial Evaluation

All bids that pass the Technical Evaluation will proceed to the Financial Evaluation. Bids that are deemed technically non-compliant will not be financially evaluated.

IV. TENDER PROCESS

The following processes will be applied to this Tender:

- Tender Period
- Tender Closing
- Administrative Tender Opening
- Administrative Evaluation
- Technical Evaluation
- Financial Bid Opening
- Financial Evaluation
- Contract Award
- Notification of Contract Award

V. SUBMISSION OF BIDS

Bidders are solely responsible for ensuring that the full bid is received by DRC in accordance with the RFP requirements, prior to the specified date and time mentioned above. DRC will consider only those portions of the bids received prior to the closing date and time specified.

All responsive Bids shall be written on the **DRC Bid Form (Annex A.1 and A.2)**.

Beyond the DRC Bid Form, the following documents shall be contained with the bid:

- **Tender & Contract Award Acknowledgment Certificate (Annex B), and the Supplier Profile and Registration form (Annex E), plus any other documents required.**
- **Valid company's registration document**
- **Valid Tax Card**
- **Company's profile shows past experience in similar Supplies and general supplies and services.**
- **DRC General Conditions of Contract (Annex C)**
- **Supplier Code of Conduct (Annex D)**
- **Scope of Services (Annex F)**
- **Reference List (Annex G)**
- **Table showing the company owned fleet of all vehicle capacities for 2020 model or higher**
- **Copy of previous contracts for similar supplies or works within the last 3-5 years**

- **Copy of external documents to prove the financial capacity of the company, such as updated bank statements and/or auditors reports for the last 3 years.**

Bids not submitted on Annex A or not received before the indicated time and date as set forth on page 1, or delivered to any other email address, or physical address will be disqualified.

Bids submitted by mail, email or courier by so is at the Bidders risk and DRC takes no responsibility for the receipt of such Bids.

Bidders are solely responsible for ensuring that the full Bid is received by DRC in accordance with the RFP requirements.

A. Hard Copy:

Hard copy Bids shall be separated into 'Financial Bid' and 'Technical Bid':

- The Financial Bid shall only contain the financial bid form, Annex A.2
- The Technical Bid shall contain all other documents required by the tender as mentioned in section A. Administrative Evaluation but excluding any pricing information

Each part shall be placed in a **sealed** envelope, marked as follows:

RFP No.: **RFP-SDN-PZU-2026-038 -FWA-CRS**
RFP Title: **Provision of Rental Vehicles**
TECHNICAL BID
Bidder Name:

Both envelopes shall be placed in an outer **sealed** envelope, addressed, and delivered to:

RFP No.: **RFP-SDN-PZU-2026-038 -FWA-CRS**
RFP Title: **Provision of Rental Vehicles**
FINANCIAL BID
Bidder Name:

Both envelopes shall be placed in an outer **sealed** envelope, addressed, and delivered to

:

RFP No.: **RFP-SDN-PZU-2026-038 -FWA-CRS**
RFP Title: **Provision of Rental Vehicles**
Address for Offer Delivery:
Danish Refugee Council Sudan, House No. 14,
Al Manshiya Neighborhood, Khartoum State, Sudan

Both envelopes shall be placed in an outer **sealed** envelope, addressed, and delivered to:

B. Email submission

Bids can be submitted by email to the following dedicated, controlled, & secure email address:

tender.sdn@drc.ngo

When Bids are emailed, the following conditions shall be complied with:

- **The RFP number shall be inserted in the Subject Heading of the email**
- **Separate emails shall be used for the 'Financial Bid' and 'Technical Bid', and the Subject Heading of the email shall indicate which type the email contains**
  - **The financial bid shall only contain the financial bid form, Annex A.2**
  - **The technical bid shall contain all other documents required by the tender, but excluding all pricing information**
- **Bid documents required, shall be included as an attachment to the email in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file. Documents in MS Word or excel formats, will result in the bid being disqualified.**
- **Email attachments shall not exceed 4MB; otherwise, the bidder shall send his bid in multiple emails.**

Failure to comply with the above may disqualify the Bid.

DRC is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the Bidder or DRC in the processing of emails.

DRC is not responsible for the non-receipt of Bids submitted by email as part of the e-Tendering process.

Bids can be submitted in one of two ways; hardcopy or electronically. If the Bidder submits a Bid in both Hardcopy and electronically, DRC will choose the version that is the most advantageous to DRC.

VI. SUBMISSION OF SAMPLES

Not Applicable

VII. COMPLETION OF BID FORM

A. Prices Quoted

Any discount offered shall be included in the Bid price.

B. Currency

The currency of the Bid shall be in **USD**. No other currencies are acceptable.

C. Language

The Bid Form, and all correspondence and documents related to this RFP shall be in English.

D. Presentation

Bids shall be clearly legible. Prices entered in lead pencil will not be considered. All erasures, amendments, or alterations shall be initialed by the signatory to the Bid. Do not submit blank pages of the Bid Form and/or schedules which are unnecessary for your offer. All documentation shall be written in English. All Bids shall be signed by a duly authorized representative of the Bidder.

E. Split Awards

DRC reserves the right to split awards.

F. Validity Period

Bids shall be valid for at least the minimum number of days specified in the RFP from the date of Bid closure. DRC reserves the right to determine, at its sole discretion, the validity period in respect of Bids which do not specify any such maximum or minimum limitation.

VIII. ACCEPTANCE

DRC reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, quantity etc.; or c) not presented on the Bid Form – and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the RFP Closure.

IX. AWARD OF CONTRACTS

This RFP does not commit DRC to award a contract or pay any costs incurred in the preparation or submission of Bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods. Any bid submitted will be regarded as an offer made by the Bidder and not as an acceptance by the Bidder of an offer made by DRC. No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of DRC and the successful Bidder.

DRC may award contracts for part quantities or individual items. DRC will notify successful Bidders of its decision with respect to their Bids as soon as possible after the Bids are opened. DRC reserves the right to cancel any RFP, to reject any or all Bids in whole or in part, and to award any contract.

Suppliers who do not comply with the contractual terms and conditions including delivering different products and of different origin than stipulated in their Bid and covering contract may be excluded from future DRC RFPs.

X. CONFIDENTIALITY

This RFP or any part hereof, and all copies hereof shall be returned to DRC upon request. This RFP is confidential and proprietary to DRC, contains privileged information, part of which may be copyrighted, and is communicated to and received by Bidders on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of DRC, except that Bidders may exhibit the specifications to prospective

subcontractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the RFP, Bidders will be bound by the contents of this paragraph whether or not their company submits a Bid or responds in any other way to this RFP.

XI. COLLUSIVE BIDDING AND ANTI-COMPETITIVE CONDUCT

Bidders and their employees, officers, advisers, agent or sub-contractors shall not engage in any collusive bidding or other anti-competitive conduct or any other similar conduct, in relations to:

- The preparation of submission of Bids,
- The clarification of Bids,
- The conduct and content of negotiations,
- Including final contract negotiations,

In respect of this RFP or procurement process, or any other procurement process being conducted by DRC in respect of any of its requirements.

For the purpose of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other Bidder, person or entity, of information (in any form), whether or not such information is commercial information confidential to DRC, any other Bidder, person or entity in order to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

XII. IMPROPER ASSISTANCE

Bids that, in the sole opinion of DRC, have been compiled:

- With the assistance of current or former employees of DRC, or current or former contractors of DRC in violation of confidentially obligations or by using information not otherwise available to the general public or which would provide a non-competitive benefit,
- With the utilization of confidential and/or internal DRC information not made available to the public or to the other Bidders,
- In breach of an obligation of confidentially to DRC, or contrary to these terms and conditions for submission of a Bid, shall be excluded from further consideration

Without limiting the operation of the above clause, a Bidder shall not, in the absence of prior written approval from DRC, permit a person to contribute to, or participate in, any process relating to the preparation of a Bid or the procurement process, if the person has at any time during the 6 months immediately preceding the date of issue of this RFP was an official, agent, servant, or employee of, or otherwise engaged by, DRC and was engaged directly, or indirectly, in the planning or performance of the requirement, project, or activity to which this RFP relates.

XIII. CORRUPT PRACTICES

DRC has zero tolerance for corruption.

The Bidder represents and warrants that neither it nor any of its potential subcontractors are engaged in any form of corruption, defined by DRC as the misuse of entrusted power for private gain.

This definition is not limited to interactions with public officials and covers both attempted and actual corruption, as well as monetary and non-monetary corruption. The definition includes, but is not limited to, corruption in the form of: facilitation payments, bribery, gifts constituting an undue influence, kickbacks, favouritism, cronyism, nepotism, extortion, embezzlement, misuse of confidential information, theft, and various forms of fraud, such as forgery or falsification of documents, and financial or procurement fraud. No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted – directly or indirectly – as an inducement or reward in relation to activities funded by DRC, including tendering, award or execution of contracts. DRC reserves the right, without prejudice to any other right or remedy available to it, according to any violation of this clause to immediately reject the submitted offer, and to take such additional action, civil and/or criminal, as may be appropriate.

The Bidder agrees to accurately communicate DRC's policy with regards to Anti- Corruption to Third Parties. The Bidder furthermore agrees to inform DRC immediately of any suspicion or information it receives from any source alleging a violation of this policy to the contact details of the specific DRC country operations via www.drc.dk/where-we-work, or via DRC's Code of Conduct Reporting Mechanism: www.drc.dk/relief-work/concerns-complaints/code-of-conduct-reporting-mechanism. Reports of suspected corruption can also be reported directly to DRC HQ at c.o.conduct@drc.dk.

XIV. CONFLICT OF INTEREST

A Bidder shall not, and shall ensure that its employees, officers, advisers, agents or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of DRC and the Bidder's interests during the procurement process.

If during any stage of the procurement process or performance of any DRC contract a conflict of interest arises, or appears likely to arise, the Bidder shall notify DRC immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of DRC, or cases in which any DRC official, employee or person under contract with DRC may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder shall take steps as DRC may reasonably require, to resolve or otherwise deal with the conflict to the satisfaction of DRC.

XV. WITHDRAWAL/MODIFICATION OF BIDS

Requests to withdraw a Bid after the Bid Closure Time shall not be honoured. If the selected Bidder withdraws its Bid, DRC shall duly register the said Bid and shall evaluate it alongside all other received Bids. If the selected Bidder has furnished a Bid security, DRC shall withhold such Bid security until the issue has been resolved.

Withdrawal of a Bid may result in your suspension or removal from the DRC suppliers List.

A Bidder may modify its Bid prior to the RFP closure. Any such modification shall be submitted in writing and in a sealed envelope, marked with the original Bid number. No modification shall be allowed after the RFP closure.

XVI. LATE BIDS

All Bids received after the RFP closure will be rejected.

XVII. OPENING OF THE RFP

The Tender Opening will take place at the time and location stated above.

Any attempt by a Bidder to influence the Evaluation Committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence DRC in its decision concerning the award of the contract will result in the immediate rejection of the tender.

XVIII. CONDITIONS OF CONTRACT

All Bidders shall acknowledge that the DRC General Conditions of Contract for the Procurement of Goods, or Services, or the Special Conditions of Contract, as applicable, are acceptable.

XIX. CANCELLATION OF THE RFP

In the event of an RFP cancellation, Bidders will be notified by DRC. If the RFP is cancelled before the outer envelope of any Bid has been opened, the sealed envelopes will be returned, unopened, to the Bidders

The RFP may be cancelled in the following situations:

- where no qualitatively or financially worthwhile Bid has been received or there has been no response at all;
- the economic or technical parameters of the project have been fundamentally altered;
- exceptional circumstances or force majeure render normal performance of the project impossible;
- all technically compliant Bids exceed the financial resources available; or
- there have been irregularities in the procedure, in particular where these have prevented fair competition.

DRC shall not be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of an RFP, even if DRC has been advised of the possibility of damages. The publication of a procurement notice does not commit DRC to implement the programme or project announced.

XX. QUERIES ABOUT THIS RFP

For queries on this RFP, please contact the Procurement Manger, Muhammad.shoaib@drc.ngo All questions regarding this RFP shall be submitted in writing to the above. On the subject line, please indicate the RFP number. **Bids shall not be sent to the above email**.

All questions during the tender period, as well as the associated answers, will be shared with all suppliers invited, or for open tenders published at: **Sudan HR/ Tendering website "**www.Sudanhr.com**" and DRC website** https://drc.ngo/reliefwork/procurement-in-drc.

XXI. RFP DOCUMENTS

This RFP document contains the following:

1. This covering Letter
2. Annex A.1: DRC Bid Form -Technical bid.
3. Annex A.2: Bidding Form- Financial bid
4. Annex B: Tender and Contract Award Acknowledgment Certificate
5. Annex C: DRC General Conditions of Contract
6. Annex D: DRC Supplier Code of Conduct
7. Annex E: Supplier Profile and Registration,
8. Annex F: Vehicles specifications and Scope of Services
9. Annex G: Reference List
10. Annex H Template of DRC Framework Agreement Just an example to clarify to bidders the type of agreement to be signed with the awarded bidder and not to be submitted with your bid.

Under DRC's Anticorruption Policy Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. DRC will reject a Bid if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

Yours sincerely

Supply Chain Manager

Danish Refugee Council (DRC) – Sudan

ANNEX B

Tender and Contract Award Acknowledge Certificate

This attachment shall be signed and submitted with the Bid

1. In compliance with the RFP Instructions and General Conditions of Contract for the Procurement of Goods, we the undersigned, offer to furnish some or all of the items quoted for, at the prices entered in the attached DRC Bid Form No [SDN-PZU-2026-038/RFP-FWA-CRS], delivered to the destination specified therein.

2. We accept the terms and conditions set forth in the RFP Letter) and the following requirements have been noted and will be complied with where applicable:

a. That unless otherwise stated, the Bids per each line item shall be on a DDP (Incoterms 2020).
b. We confirm that for any offer made where the delivery destination is not as requested in the RFP, that DRC reserves the right to disregard the offer.

c. That conditional Bid's cannot be accepted.

d. That the currency of the Bid should be in ***USD***

e. DRC reserves the right, at its own discretion:

   i. To award a contract for a lesser or greater quantity than the total quantity Bid for.

   ii. To reject any or all Bids and/or enter a contract with a Bidder other than the lowest Bidder.

f. Successful Bidders who are awarded contracts will be notified by the receipt of the original Purchase Order/Contract and acknowledgement copy. In case or urgency successful Bidders(s) may also be notified by email.

g. Any samples requested, either with the Bid, or at a later date, will be in accordance with the specifications of the required item(s). Failure to comply with this may result in the Bid not being considered

h. We confirm that the validity of this offer is for 90 calendar days from the date of the RFP closure
i. We agree to the terms and conditions set forth in the DRC General Conditions of Contract for the Procurement of Goods

j. We certify that the below mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, any Contracts.

k. We agree to abide by the DRC Supplier Code of Conduct as attached as Annex D

3. We note that DRC is not bound to proceed with this RFP and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

We agree to the above terms and conditions.

Submitted by:

Company Name

Place

Date

Title/Position

Print Name

Signature

A duly authorized company representative

Company Stamp