INVITATION TO TENDER

TO:

Date of issue:	24 Nov 2026
Tender no.:	PR/KRT/NCA/26001
Contract title:	Procurement of New Brand 2026, 4 Wheel, Pickup
Closing date:	16 Dec 2026
Tender opening:	17 Dec 2026
Contracting Authority:	Khartoum, Hay El Rawda, Omdurman, Sudan Contact person: Ahmed Mohamed Email: tender@zerowastesudan.org

SUDAN ZERO WASTE ORGANIZATION INVITES YOU TO SUBMIT A QUOTATION FOR Procurement of New Brand 2026, 4 Wheel, Pickup

Please find enclosed the following documents, which constitute the tender dossier:

A – Instructions to tenderers
- **Annex 1: Technical data form** (to be completed by the tenderer)
- **Annex 2: Tender Submission form** (to be completed by the tenderer)
- **Annex 3: General Terms and Conditions for Supply Contracts**
- **Annex 4: Code of Conduct for Contractors**

If this document is a PDF format, upon request a complete copy of the above documents can be forwarded in a WORD format for electronic completion. It is forbidden to make alterations in the text.

We should be grateful if you would inform us by email of your intention to submit or not a proposal.

A. INSTRUCTIONS TO TENDERERS

A.1. Scope of supply

The subject of the contract is the supply, delivery and after-sales service by the tenderer of the following supplies:

Item	Description	Unit	Quantity	Required delivery
1	New Brand 2026, 4 Wheel, Pickup – Diesel Fuel, automatic transmission, double cab, 5 seats, left-hand drive, two airbags, the quoted price should be customs duties inclusive	Vehicle	1	20 days

The supplies to be purchased are for use by the Contracting Authority in its Program in Sudan. The tenderer can submit a tender for one, several or all lots.

The supplies are described in more details in the Technical data form, Annex 1.

a) Delivery

The above supplies shall be delivered to SZWO Khartoum Office as per above required delivery time.

b) Specifications

The supplies must comply fully with the technical specifications set out in the tender dossier (technical data form, Annex 1) and conform in all respects with the drawings, quantities, models, samples, measurements and other instructions. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority.

c) Spare parts

The supplies described under item 1 must be accompanied by a "lot" of spare parts and/or of consumables. Neither the unit price nor the overall price of the spare parts will figure in the evaluation of the tender, except where the unit price or the number of parts varies substantially between the tenders received. The list of spare parts must be drawn up by the tenderer in the light of his professional experience and taking account of the places of use; it must show the unit prices of the parts. Nevertheless, the Contracting Authority reserves the right to alter the list of spare parts; any changes will appear in the contract. The tenderer shall certify availability of spare parts for a period of minimum 5 years from date of delivery.

d) After sales service

The tenderer shall ensure availability of local after sales service and warranty service in Sudan, Khartoum state and must provide contact details and a description of the local representative responsible for providing after sales service.

A.2. Cost of Tender

The tenderer shall bear all costs associated with the preparation and submission of his tender and the Contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

A.3. Clarification of tender documents and additional information

Tenderers may submit questions in writing at the latest on the date specified in the timetable in article A.4, specifying the tender no., and the contract title. Information regarding interpretation of this Invitation to tender must be requested in writing to the Contracting Authority's contact person.

Tenderers are not allowed to approach the Contracting Authority for verbal clarification.

Any clarification of the tender dossier given by the Contracting Authority will be submitted to all tenderers at the latest on the date specified in the timetable. If the Contracting Authority provides additional information on the tender dossier, such information will be sent in writing to all other prospective tenderers at the same time.

Any prospective tenderer seeking to arrange individual meetings during the tender period with either the Contracting Authority and/or any other organisation with which the Contracting Authority is associated or linked may be excluded from the tender procedure.

A.4. Planned timetable

The Contracting Authority reserves the right to alter the dates and time in the following timetable, in which case all tenderers will be informed in writing and a new timetable will be provided.

	Date	**Time**
Deadline for request for any clarifications from the Contracting Authority	06 Dec 2026	16:00
Last date on which clarifications are issued by the Contracting Authority	10 Dec 2026	16:00
Deadline for submission of tenders (closing date)	16 Dec 2026	16:00
Tender opening session	17 Dec 2026	11:00
Contract award	20 Dec 2026	10:00
Contract start	22 Dec 2026	8:00

All times are in the time zone of Sudan.

A.5. Eligibility and qualification requirements

Tenderers are not eligible if they are in one of the situations listed in article 15 of the General Terms and Conditions for Supply Contracts.

Tenderers shall in the Tender Submission Form attest that they meet the above eligibility criteria. If required by the Contracting Authority, the tenderer, which tender is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility through certificates issued by competent authorities in its country of establishment or operation, or, if such certificates are not available, through a sworn statement.

Tenderers are also requested to certify that they comply with the Code of Conduct for Contractors.

To give evidence of their capability and adequate resources tenderers shall provide the information and the documents requested in the tender dossier.

A.6. Exclusion from award of contracts

Contracts may not be awarded to tenderers who, during the procurement procedure:

(a) are subject to conflict of interest; and/or
(b) are guilty of misrepresentation in supplying the information required as a condition of participation and eligibility in the tender procedure or fail to supply this information.

A.7. Language of Tenders

The tenders, all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in English. Supporting documents and printed literature furnished by the tenderer may be in local language.

A.8. Documents comprising the Tender

The tenderer shall complete and submit the following documents with his tender:

a) Tender submission form (Annex 2) with supporting documents
b) Technical data form (Annex 1) with supporting documents

The following documents shall in addition be submitted with the tender

c) Manufacturer's technical specifications
d) Evidence of any quality accreditation
e) Manufacturer's Authorization (if the supplier is not the Manufacturer)
f) Tenderer's company registration certificate
g) Offer for after-sales services
h) Itemized pricelist of recommended spare parts and consumable
i) Full manufacturer's warranty details (see article A.16)

A.9. Price

The price quoted by the supplier shall not be subject to adjustments except as otherwise provided in the conditions of the Contract.

Bidders are requested to submit their offers preferably in USD. Payments shall be made in USD or the equivalent amount in SDG, based on the exchange rate applied by Khartoum Bank on the day the payment is processed.

VAT and/or any sales tax applicable to the purchase of supplies shall be indicated separately in the Quotation Submission Form.

A.10. Validity

Tenders shall remain valid and open for acceptance for 30 days after the closing date for the submission of tenders.

Prior to the expiry of the original tender validity period, the Contracting Authority may ask tenderers in writing to extend this period. Tenderers that agree to do so will not be permitted to modify their tenders. If they refuse, their participation in the tender procedure will be terminated.

A.11. Submission of tenders and closing date

Tenders must be received at the address mentioned below by hand or post not later than the closing date and time specified in the time table article A.5. Any tenders received after that time will not be considered. Tenders shall be submitted in a sealed envelope bearing the following information:

Option 1: hard copy
Address: Khartoum, Omdurman, Hay El-Rawda , MGM3+H45 - Sudan
Attention: Abdalla Ibrahim
Tender receipt: 16 Dec 2026 16:00 Sudan Local time
Tender no.: PR/KRT/NCA/26001
Company name: .....
Bid file number
NOT TO BE OPENED BEFORE THE TENDER OPENING SESSION ON 17 DEC. 2026, 11:00

Option 2: Email

- By Email: tender@zerowastesudan.org
- File Format: PDF
- Files attached name must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet "Do not use Arabic Alphabet in naming attached files"

Mandatory subject of email: Tender-1

All quotations must be submitted in one original, marked “original”, and 1 copy signed in the same way as the original and marked “copy”.

No tender may be changed or withdrawn after the deadline has passed.

A.12. Tender opening and evaluation

Tenders are invited to attend the tender opening. Tenders are requested to advise the contact person, at least one day in advance of the tender opening if they will attend.

Tender opening will take place at SZWO Khartoum office at the time and date specified in article A.4. Tenderer’s representatives who are present shall sign a register indicating their attendance.

At the tender opening, only the tenderers’ names, the total amount of the tenders and any discount offered will be read aloud and recorded.

Prior to the detailed evaluation of the tenders, the evaluation committee, (established by the Contracting Authority for the purposes of this tender procedure), shall ascertain whether the tenders meet the eligibility requirements; have been properly signed, are substantially responsive to the tender documents; have any material errors in computation; and are otherwise generally in order.

If a tender is not substantially responsive i.e. it contains material deviations from or reservations to the terms, conditions and specifications in the tender dossier, it shall not be considered further.

After analysing the substantially responsive tenders, the evaluation committee will examine the technical admissibility of each tender, classifying it as technically compliant or non-compliant. Deviations from the specifications may be considered if deemed to be in the best interest of the Contracting Authority.

Tenders determined to be substantially responsive and technically compliant will be checked by the evaluation committee for any arithmetic errors. Where there is a discrepancy between the amounts in the figures and words, the amount in words will govern. Where there are discrepancies between the unit price and the line item total, derived from multiplying the unit rate by the quantity, the unit rate as quoted will govern. If a tenderer refuses to accept the correction, his tender will be rejected.

Negotiations

The Candidate’s initial offer shall constitute its best and final offer. The Contracting Authority will not engage in negotiations regarding price.

The Contracting Authority reserves the right to contact the Candidates having submitted proposals determined to be substantially and technically responsive, in order to propose a negotiation of the terms of such proposals. Negotiations will not entail any substantial deviation to the terms and conditions of the Request for Proposal, but shall have the purpose of obtaining from the Candidates better conditions in terms of technical quality, implementation periods, payment conditions, etc.

Negotiations may however have the purpose of reducing the scope of the services or revising other terms of the Contract in order to reduce the proposed remuneration when the proposed remunerations exceed the available budget.

A.13. Award of Contract

The Contracting Authority will award the contract to the tenderer whose tender has been determined to be substantially responsive to the tender dossier and technically compliant, and who has offered the lowest price, provided further that the tenderer has demonstrated the capability and resources to carry out the contract effectively.

The Contracting Authority aims to purchase goods that minimise the environmental impact. Therefore, NCA reserves the right to choose a Supplier based on environmentally sustainable criteria such as packaging, life span, durability, availability of spare parts, recyclability, etc. over quotations that do not meet these standards.

The Contracting Authority reserves the right to accept all or part of your quotation, whichever is in its best financial interest.

A.14. Signature and entry into force of the Contract

Prior to the expiration of the period of the quotation validity, the Contracting Authority will inform the successful supplier in writing that its quotation has been accepted and inform the unsuccessful suppliers in writing about the result of the evaluation process.

Within **2** days of receipt of the contract, not yet signed by the Contracting Authority, the successful supplier must sign and date the contract and return it, the successful supplier will become the Contractor and the contract will enter into force once signed by the Contracting Authority.

If the successful supplier fails to sign and return the contract within the days stipulated, the Contracting Authority may consider the acceptance of the quotation to be cancelled without prejudice to the Contracting Authority's right, claim compensation or pursue any other remedy in respect of such failure, and the successful supplier will have no claim whatsoever on the Contracting Authority.

A.15. Cancellation for convenience

The Contracting Authority may for its own convenience and without charge or liability cancel the tender process at any stage.

A.16. Warranty, inspection and acceptance

a) Warranty

The tenderer shall provide full details of the manufacturer’s warranty offered for the vehicle, including: warranty duration and mileage coverage; warranty terms, conditions and exclusions; availability of authorized maintenance services and genuine spare parts in Sudan; and the warranty claim procedure and its geographical coverage.

b) Inspection and acceptance

The vehicle must be brand-new, unused, accident-free and fully compliant with the agreed technical specifications. The Contracting Authority reserves the right to inspect and verify the vehicle before final acceptance. Any non-conforming vehicle shall be rejected or replaced at the tenderer’s expense.

ANNEX 1: TECHNICAL DATA FORM

Tenderers are requested to complete the following template.

The following technical specifications are provided in the format of a checklist. They are compulsory as a minimum standard and will be the only basis for the evaluators to assess the technical compliance of the equipment presented in the tenders. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority.

Manufacturers' names, catalogue numbers and model designations appearing in the list are for reference only. Tenders for other equipment that is equal in function, quality and performance to that listed will be given full consideration.

In order to make sure that no single specification is left out from your tender by mistake, it is recommended that you use the checklist as a tool to present your tender.

Item no.:	Parameter	Characteristics (Contracting Authorities minimum requirement)	Comply (Yes / No)	Deviations, if any, to be described in this column
1	Procurement of New Brand Pickup 4 Wheel 2026	New Brand 2026, 4 Wheel, Pickup – Diesel Fuel , automatic transmission, double cab, 5 seats, left-hand drive, two airbags, the quoted price should be customs duties inclusive		

Annex 2: Tender submission form

Submitted by (name of company):	
Contact Person:	

PRICE SCHEDULE (Price and currency to be inserted by tenderer)

Item	Description of supplies	Unit	Qty	Currency: USD	
				Unit Price	Total Price
1	New Brand 2026, 4 Wheel, Pickup – Diesel Fuel , automatic transmission, double cab, 5 seats, left-hand drive, two airbags, the quoted price should be customs duties inclusive	Vehicle	1		
2					
	Subtotal price DAP Incoterm 2020. Omdurman, El-Rawda				
	VAT included in the DAP Incoterm 2020. price				
	Total price Include VAT				

Required documentation:

1. Company registration.
2. VAT registration.
3. Previous Experience and Company Profile.
4. Bank account Details.
5. Quotation from the Company and fill the above BOQ.
6. Submit a signed version of the SZWO Supplier Code of Conduct

Information required by the Contracting Authority:	Information to be entered by tenderer in the below columns:
Full contact details of the local after sales service.	
Delivery date	
Point of shipment	
Delivery time to final destination	days

Company information	
Parent company (legal name)	
Street name and no.	
City	
Postal code	
Country	
Phone no.	
Email	
Website	
Sales Manager (name)	
Director (Name)	
Other contact (Title and Name)	

Does your company have CSR related policies in place – e.g. health and safety policy, HR policy, staff policy, energy policy, climate policy or is a member of Global Compact. Please state which policies.	
Is your company e.g. ISO 26000/50001/14000 certified or SA8000 certified? Please state which.	
Does your company have a Code of Conduct?	

References				
Name and country of customer	**Type of contract**	**Value**	**Contact name**	**Phone and email**

After having read your Invitation to Tender no. Tender-1 for Procure of New Brand 2026 dated 24 Nov 2026 , and after having examined the Tender Dossier, I/we hereby offer to execute and complete the Contract in conformity with all conditions in the Tender dossier for the sum indicated in our financial proposal. On behalf of the company, we hereby;

- Accept, without restrictions, all the provisions in the Invitation to Tender including General terms and Conditions for Supply contracts, with annexes.
- Provided that a contract is issued by the Contracting Authority we hereby commit to furnish any or all items at the price offered and deliver same to the designated points within the delivery time stated above.
- Certify and attest that we meet the eligibility criteria of article stated in the Instructions to Tenderers.
- Certify and attest compliance with the Code of Conduct for Contractors in Annex 4.

The above declarations will become an integrated part of the contract and misrepresentation will be regarded as grounds for termination.

- In the event the contract is awarded to us, we request that payments under the contract be made to the following account: [insert all necessary references].
- Our tender is valid for a period of 30 days after the closing date in accordance with instructions to tenders.

Any subsequent Contract related to this Proposal will be subject to the Contracting Authorities General Terms and Conditions for Supply Contracts and the Code of Conduct for Contractors available through the below link. Printed versions are available on request.

https://drive.google.com/file/d/1UsON5xtABWyw__qoJyl2PvpLlsmFxM6a/view?usp=drive_link

Signature and stamp:

Signed by:

The tenderer
Name of the company
Address
Telephone no.
Email
Name of contact person
Date