

NORWEGIAN REFUGEE COUNCIL - (NRC) SUDAN COUNTRY OFFICE

INVITATION TO TENDER FOR FRAMEWORK AGREEMENT FOR VEHICLE RENTAL SERVICES INCLUSIVE OF FUEL AND DRIVER

NRC Sudan, 3rd August 2026

Tender Reference Number: ITB/SD/PZU/26/001

SUBJECT: INVITATION TO TENDER FOR FRAMEWORK AGREEMENT FOR TWO-YEARS VEHICLE RENTAL SERVICES INCLUSIVE OF FUEL AND DRIVER IN AL GADEREF AND WHITE NILE STATES

Dear Mr./Ms.

Following your enquiry regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier.

Any request for clarification must be received by NRC in writing at least seven (7) working days before the deadline for submission of tenders. NRC will reply to bidders' questions at least five (5) working days before the deadline for submission of tenders.

The tender documents can be requested free of charge. Nevertheless, costs incurred by the bidder in preparing and submitting the tender proposals will not be reimbursed.

We look forward to receiving your bid [electronically through the eTB system](#) in accordance with the detailed instructions provided in this document **before the "Deadline for submission of bids", as specified under "[SCHEDULE & DEADLINE FOR SUBMISSION](#)".**

If you decide not to submit a tender, we would be grateful if you could inform us in writing, stating the reasons for your decision.

Yours sincerely,
NRC Procurement Department,
On behalf of NRC Tender Committee.

This ITB package contains the following:

- This Cover letter.
- Section 1: Bid Data Sheet.
- Section 2: NRC Invitation to bid (ITB) general terms & conditions.
- Section 3: Technical description of the Bid.
 - Appendix#01: Terms of Reference
- **Section 4:** Bidding form.
- **Section 5:** Suppliers Ethical Standards Declaration.
- **Section 6:** Declaration of Undertaking
- **Section 7:** Technical Offer (**Excel sheet**).
- **Section 8:** Pricing Offer (**Excel sheet**).
- Service Contract Template

Sections (4 -8) must be completed by the bidder.

(This section does not need to be submitted with your offer)

SECTION 1 Bid Data Sheet

1. BACKGROUND DATA

- Tender Name** : Framework Agreement Vehicle Rental Services Inclusive of Fuel and Driver
- Tender Ref. No** : ITB/SD/PZU/26/001
- Location** : PORT SUDAN
- Releasing of the tender package** : **Date: 3rd August 2026**
Platform: eTB system
- Information session (Optional)** : **Microsoft Teams meeting**
Join:
<https://teams.microsoft.com/meet/365674906764419?p=rVp6nYt27XOiNVpeHB>
Meeting ID: 365 674 906 764 419
Passcode: Cn3M6dv9
- Submission of Bids** : **Date: 31st August, 2026 before 23:55Hrs.**
Platform: eTB system - the link is included in the file [O_LINK TO UPLOAD BID.pdf]
Paper bids submitted by other means will not be accepted, resulting in bid disqualification.
- Bid opening session** : **Date: 1st September 2026 at 11:00 Hrs.**
Microsoft Teams meeting
Join:
<https://teams.microsoft.com/meet/373515027224503?p=oolSgRnB8tu2qBeyk4>
Meeting ID: 373 515 027 224 503
Passcode: RQ2of7Y5

- This Invitation to Bid is issued by the Norwegian Refugee Council (NRC), Port Sudan country office in Sudan. To ensure prompt responses, **all queries (including any clarification or questions) must be raised on the Q/A message module inside the eTB** by clicking on the Q/A link (link available in the downloaded file [O_LINK TO UPLOAD BID.pdf]). After submitting your question, you will receive an e-mail confirmation from the eTB system.

2. SCOPE OF WORK/SERVICE/SUPPLY

The Norwegian Refugee Council (NRC) in Sudan, with financial support from KfW Development Bank, is preparing to implement a large-scale programme aimed at supporting displacement-affected households and host communities through shelter rehabilitation, communal infrastructure repair, and solar energy solutions. As part of the programme's implementation phase, invites qualified and interested reputable companies to submit their bids for the Framework Agreement for Vehicle Rental Services Inclusive of Fuel and Driver. NRC seeks to identify service contractors who understand operational realities within the current volatile conflict context, and such companies are capable of delivering high-quality road transport services for NRC staff, Partners and goods services in states such as Al Gedaref and White Nile States.

The successful bidder(s) shall be contracted for this purpose for an initial period of Two (2) years, potentially extendable for a further period of one (1) year, subject to satisfactory evaluation of performance and available resources from NRC. Prices should be valid for contractual period.

The condition of Framework Agreement includes provision that NRC is not compelled to acquire any minimum amount of services under the Two-year Contract Purchase agreement.

Please read **Section 3** carefully for more details regarding **NRC's mandatory minimum requirements and the required specifications and quantities**.

This tender process will be conducted as a Single award tender process, resulting in the selection of one primary bidder for each key state/location Al Gedaref State and White Nile State. However, the NRC also reserves the right to identify a secondary bidder during this selection process. In the event of the primary bidder's inability or failure to perform the work under the contract, the NRC shall have the sole discretion to assign the contract to the identified secondary bidder.

3. SCHEDULE AND DEADLINE FOR SUBMISSION

The timeline for this tender is outlined in the table below. Please note that all dates are tentative, and NRC reserves the right to alter this schedule. Additionally, the times specified below are in **GMT +2:00 (Khartoum Time)**.

	DATE	TIME
Invitation to Bid release (Advertisement)	3/08/2026	09:00
Information session	24/08/2026	11:00
Deadline for request for any clarifications from NRC	25/08/2026	16:00
Last date on which NRC issues clarifications	27/08/2026	15:00
Deadline for submission of bids (eTB automatically locks out late bids)	31/08/2026	23:59
Bid opening session by NRC	1/09/2026	11:00

4. MANNER OF SUBMISSION:

Please submit your bids in accordance with the requirements detailed below:

Complete **bids** shall be **electronically uploaded strictly through eTB system** no later than the **deadline for submission of bids** set out above under “[3. SCHEDULE & DEADLINE FOR SUBMISSION](#)”.

If any changes are made to the bid submission method, deadline, or procedures, we will immediately notify all interested bidders of the revised guidelines.

Your tender response must be received in the following format:

This tender is a Two-Envelope process:

NRC Sudan will follow the **Two envelope process** for this procurement. Therefore, Please submit your quotation adhering to the instructions outlined below using the **e-tender box (eTB)**:

- Please submit your Bid by uploading all files to the eTB website - the link is included in the file [[0_LINK TO UPLOAD BID.pdf](#)], which you downloaded together with this ITB.
- Upload your **(Technical Proposal)** documents in “**Technical Bid**”. **The price or any other financial information shall NOT be mentioned in the technical bid.**
- Upload your **(Financial Proposal)** documents in “**Financial Bid**”
- Click on the “**Submit**” button.
- After the successful bid submission, you will receive an e-mail confirmation from the eTB system. If you need to re-submit your offer, please add #2 after the Company name, and only the latest submission will be considered.
- Please submit technical inquiries using the eTB system before the clarification deadline. Refer to the downloaded file [[0_LINK TO UPLOAD BID.pdf](#)] for the inquiry submission link. Upon submitting your question, you will receive a confirmation email from the eTB system.
- If you do not receive confirmation e-mails, or in case of technical problems, please get in touch with SD.procurement@nrc.no

In order to avoid technical problems and disqualification of your Bid, **please reduce the file name length before submission**, and please **do not zip folders and sub-folders** because the file with too long name cannot be transferred between different Microsoft Clouds (submit or zip single files only). Files with the same file name cannot be uploaded twice.

Failure to comply with the above submission instructions will lead to bidder disqualification immediately.

Offers must be submitted through the eTB system before the deadline for submission expires. Submitting your Bid after the deadline or outside the eTB system will not be possible.

(This section does not need to be submitted with your offer)

5. ASSESSMENT CRITERIA

Award of the Contract (s) will be based on the following steps:

Step 1: Administrative compliance check

Bidders must provide evidence of the Compulsory document for their bid to be **considered compliant and valid**.

Initially, a document check will be conducted for all the Compulsory documents listed below in the [Bidder Checklist table](#).

Step 2: Technical Evaluation (50%)

A technical evaluation of bids will be conducted for eligible bidders based on the following criteria:

#	Technical Evaluation Criteria	Proof/Verification		Weight (%)
1	Service Provider's experience			15%
1.1	Company Profile / Proof of similar work experience: In Car Rental/Vehicle Hire services	Copy of vehicles rental contract PO/WO with min. value of 350,000 USD in past 5 years (3 PO's/Contracts/Completion Certificates each 5 marks)	15	
2	Applicant's Capabilities			15%
2.1	Maintenance & Service Support	1. Routine Service: Conducted every 5,000 km or monthly, primarily on weekends to avoid operational disruption. 2. Breakdown Support: Guarantee a replacement vehicle of equivalent standard within 2–4 hours in the event of a breakdown. 3. Vehicle service delivery time 4. Working Hours: Standard 8-hour shifts, 5 days per week, with flexibility for night/weekend assignments as needed. 6. Communication: Every driver will be provided with a mobile phone for constant contact with NRC. Vendor must submit together with Tender the technical files as proof statement on maintenance and service support, drivers list (2.5 points each)	5	
2.2	Human Resources Capacity	A summary of each driver being >18 years old. Attach valid copies of each driver's license and national ID which must be attached (2 marks per driver min 5 drivers)	10	
3	Fleet Insurance & regulatory compliance			20%

3.1	Fleet requirements and compliance	Vehicle Specifications & Safety Equipment -Model Year: All vehicles are model year 2018 or newer. -Condition: excellent mechanical condition, -Fully air-conditioned (hot and cold), and available in white or non-military colors. Safety Equipment: Each vehicle will be equipped with: Spare tyre, mechanical kit, and carjack. 2kg dry powder fire extinguisher and first aid kit. Reflective triangles, jumpstart cables, and towing cables. (Vehicle schedule & Photos for each category detailing the vehicle specs and safety equipment)	10	
3.2	Motor vehicle Insurance and Roadworthiness	Proposed vehicles must be mechanically sound and roadworthy with valid Comprehensive insurance cover/third-party liability/passenger liability, and Collision Damage Waiver (CDW)	10	
	Total Technical Score			50%

NRC will assess the technical bids against the aforementioned criteria and evaluate the bidders' ability to meet the minimum requirements. Bids that **fail to meet any of the minimum requirements will be disqualified**.

Kindly ensure to **adhere to the minimum requirements explained in detail below in “Section 3 Technical description of the Bid - Technical Evaluation indicator”**.

The minimum passing score for step 2 is **[25% out of 50%]** for a bid to proceed in step 3

Step 3: Financial Evaluation (50%)

Price in comparison to NRC established expectation and in comparison, to other bidders, distributed as follows:

#	Financial Evaluation Criteria	Proof/Verification		Weight
1	Financial Bid		Score	50%
1.1	The price of the lowest technically acceptable bid in comparison to the other bidders' offers.	Financial Score = $\frac{C_{low} \times X}{C}$ Where: C = Evaluated Proposal Price C low =Lowest of all evaluated proposals X= Weight	20	
1.2	Bank Statement	Bank statement for at least the past 6 months in foreign currency -certified Bank account certificate/comfort letter from bank confirming account details	10	
1.3	Audited Bank Accounts the past 2 years	Certified (stamped and signed Audited Accounts	10	

1.4	Bank Guarantee	Vendor submits to NRC with an irrevocable and unconditional Letter of Guarantee at a value of 10% of offer valid for 24 Months for the due and faithful performance by the Service	10	
	Total Financial Score			50%

6. BIDDER'S CHECKLIST

The submission of compulsory documents as per the prescribed guidelines in section "[4. MANNER OF SUBMISSION](#)" is a prerequisite for bid eligibility and will serve as a crucial factor in evaluating bidders' technical capabilities and experience.

A. Technical Bid: [Envelope 1 – Technical Documents]:

The **Technical Bid** must encompass the following documents, **excluding any price-related information**.

#	Description of Documents	Status*
1	Section 4 – Bidding Form	Compulsory
2	Section 5 – Suppliers Ethical Standards Declaration	Compulsory
3	Section 6 – Declaration of Undertaking	Compulsory
4	Section 7 – Technical proposal NO PRICE INDICATION	Compulsory
5	Most recent copy of valid company registration in the Republic of Sudan	Compulsory
6	Most recent copy of valid company tax registration/ clearance in the Republic of Sudan	Compulsory
7	Copies of Company Director(s) & owner Passport/ID	Compulsory
8	Summary of Company profile indicating Head office and satellite office locations, schedule listing the fleet size by type/category location of operations, (SHOULD NOT EXCEED FIVE PAGES)	Compulsory
9	Detailed statement on deployment Leadtime for new vehicle requests, replacement, routine maintenance service delivery time	Compulsory

B. Financial Bid: [Envelope 2 – Financial Documents]:

The following documents are to be included in your Financial Bid.

#	Description of Documents	Status*
1	Section 8 - Pricing Proposal (separate sealed envelope)	Compulsory
2	Bank Statement for the past 6 months in foreign currency - certified	Compulsory
3	Audited Bank Accounts the past 2 years - Certified	Compulsory
4	Bank Guarantee - irrevocable and unconditional Letter of Guarantee	Compulsory

NRC reserve the right to request additional documents during any stage of the evaluation process.

Kindly note that Sections (4 -8) must be signed and stamped.

***Failure to submit the Compulsory administrative documents will result in bid disqualification.**

7. Site Visit

N/A

(This section does not need to be submitted with your offer)

SECTION 2

NRC ITB General Terms & Conditions

1 **SCOPE OF BID**

- 1.1 The Bid is based on the scope of the assignment as determined in the Bid Data Sheet (Section 1). The instructions to bidders should be read in conjunction with the Bid Data Sheet.
- 1.2 The successful bidder will be expected to complete the assignment by the Intended Completion Date specified in the Contract to be signed.

2 **CORRUPT PRACTICES**

- 2.1 **Norwegian Refugee Council (NRC)** requires Employees, Bidders and Contractors, to observe standards of ethics during the procurement and the execution of contracts. In pursuit of this, NRC defines, for the purposes of this provision, the terms set forth below as follows:
 - a) "Corrupt practice" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - b) "Fraudulent practice" includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the NRC, and includes collusive practices among Bidders prior to or after bid submission designed to establish bid prices at artificial, non-competitive levels and to deprive the NRC of the benefits of free and open competition;
 - c) In any case, where fraud or corruption is identified, NRC will:
 - reject any bids where the bidder has engaged in corrupt or fraudulent practices in competing for the Contract;
 - remove bidding contractors who engage in fraudulent or corrupt practices, from our prequalified list
 - liaise with District Officials to report if fraudulent or corrupt practices are identified
 - terminate works
- 2.2 Any communications between a Bidder and the NRC related to matters of alleged fraud or corruption must be made in writing and addressed to the Country Director in Sudan

3 **DATA PROTECTION AND SECURITY**

NRC expects contractors who process personal data to comply with the General Data Protection Regulation (EU GDPR) and any relevant national legislation. Suppliers processing personal data on an NRC contract will be required to sign a data processing/sharing agreement as a part of the Contract. Refusal to sign such an agreement constitutes refusal of the contract terms and forfeiture of the Contract on the part of the supplier

4 **ELIGIBLE BIDDERS**

- 4.1 A Bidder shall meet the following criteria to be eligible to participate in NRC procurement process:
 - a) the bidder, at the time of Bid, is not: **insolvent, in receivership, bankrupt, or being wound up**
 - b) the bidder's business activities have not been suspended;
 - c) the bidder is not the subject of legal proceedings for any of the circumstances in (b); and
 - d) The bidder has fulfilled his or her obligations to pay taxes and social security contributions. In a case where VAT is included in a bid, a copy of the VAT certificate must accompany the Bid.
 - e) A Bidder, and all parties constituting the bidder including sub-contractors, shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the NRC regarding this bidding process.
- 4.2 A Bidder whose circumstances in relation to eligibility change during a procurement process or during the execution of a contract shall immediately inform the NRC.
- 4.3 NRC reserves the right to refuse a bid at any time if the bidder or any party constituting the bidder, including one of its sub-contractors violates any of the ethical standards provided in this Tender package.

5 JOINT VENTURES, CONSORTIA AND ASSOCIATIONS

- 5.1 Bids submitted by a joint venture, consortium or association of two or more firms as partners are possible as long as members are jointly and severally liable for the performance of the Contract. Whereas; A Bidder may be a firm that is a private entity, a state-owned entity or any combination of such entities in the form of a joint venture ("JV") under an existing [and **legally binding**] JV Agreement or with the intent to enter into such an agreement supported by a letter of intent to execute a JV Agreement. In the case of a JV, all members shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms. The bidder shall nominate an authorised representative who shall have the authority to conduct all business for and on behalf of bidder and any and all its members, if the bidder is a JV, during bidding and contract execution (in the event the bidder is awarded the Contract).
- 5.2 In case the bidder is a JV, the Bid shall be signed by an authorised representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorised representatives. Bids submitted by a Joint venture will be evaluated jointly against eligibility & evaluation criteria
- 5.3 A Bidder may be considered to have a conflict of interest for the purpose of this procurement process, if the Bidder: Participates in more than one bid in this bidding process, both as an individual firm and as a JV member. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which such bidder is involved. However, this does not limit the inclusion of the same subcontractor in more than one Bid

6 ONE BID PER BIDDER PER WORK

Each bidder shall submit only one Bid per Contract. A Bidder who submits or participates in more than one Bid per Contract will cause all the bids with the bidder's participation to be rejected.

7 COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of his Bid, and the NRC shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

8 SITE VISIT – [Not Applicable]**9 INSPECTION**

NRC is obliged to ensure that its procurement decisions are clearly justified and documented and keeping within the donors' mandatory principles. In that regard, full and on-the-spot access must be granted to representatives of NRC, the Donor or any organisation or person mandated by it, to premises belonging to NRC or its contractors. The right to access shall include all documents and information necessary to assess, or audit the implementation of the Contract.

10 OBTAINING AND COMPLETING BIDDING DOCUMENTS

- 10.1 Bidders who did not obtain the Bidding Document directly from the NRC through **eTB platform** will be rejected during evaluation. Where a Bidding Document is obtained from the NRC on a bidder's behalf, the bidder's name must be registered with the NRC at the time of issue.
- 10.2 The bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the bid.

11 CLARIFICATION OF BIDDING DOCUMENT

A prospective Bidder requiring any clarification of the Bidding Document shall contact the NRC in writing via eTB system platform to any request for clarification before the deadline for clarification of bids. The NRC will respond in writing to any request for clarification before the deadline for clarification of bids. The NRC shall forward copies of its response to all Bidders who have acquired the Bidding Document, including a description of the inquiry without identifying its source.

12 AMENDMENT OF BIDDING DOCUMENT

- 12.1 At any time prior to and until 48 hours prior to the deadline for submission of bids, the NRC may amend or cancel the Bidding Document by informing the bidders in writing.

(This section does not need to be submitted with your offer)

12.2 To give prospective Bidders reasonable time in which to take an amendment or cancellation into account in preparing their bids, the NRC can, at their discretion, extend the deadline for the submission of bids.

13 LANGUAGE OF BID

13.1 The Bid, as well as all correspondence and documents relating to the Bid shall be written in **English**.

13.2 Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, such translation shall govern.

13.3 Copies of official documents such as business registration, tax documents, bank guaranty can be provided in their issuance language.

14 DOCUMENTS COMPRISING THE BID

14.1 The Bid submitted by the bidder shall comprise the compulsory document as determined in the [Bid Data Sheet \(Section 1\), bidders' checklist](#).

14.2 All forms must be completed without any alterations to the format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

15 BID PRICE FOR WORK/SERVICE/ SUPPLY CONTRACT:

15.1 Bids must be submitted for entire contracts, not for individual components. Contracts may only be divided into lots if explicitly specified. If per lots, bidders must complete all relevant BoQ or financial proposal documents for the entire lot.

15.2 The bidder shall fill in rates and prices for all items of the Works/supply or service as described in NRC pricing offer or listed in the BoQ (if any); items or services for which no rate or price is entered by the bidder will not be considered as a quote.

15.3 For bidder subject to VAT, VAT should be mentioned in the offers

15.4 Unless otherwise specified in Section 1 - the Bid Data Sheet, all duties, taxes and other levies payable by the bidder under the Contract, shall be included in the total bid price submitted by the bidder.

15.5 The bidder is reminded that it is entirely his responsibility to ensure the accuracy of their Bid. No alteration will be made to the Bid after its submission.

15.6 The financial offer submitted by any Bidder shall be checked for arithmetical errors and for what might be considered unreasonable rates during the evaluation. Where errors are identified, NRC shall correct the arithmetical errors on the following basis:

- (a) If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, **the unit price shall prevail, and the line item total shall be corrected** unless, in the opinion of the NRC there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- (b) If there is an error in a total corresponding to the addition or subtraction of subtotals, **the subtotals shall prevail**, and the total shall be corrected; and
- (c) If there is a discrepancy between words and figures, the **amount in figures shall prevail** unless the amount expressed in figures is related to an arithmetic error, in which case the amount in words shall prevail subject to (a) and (b) above.
- (d) Bidders shall be requested to accept the correction of arithmetical errors. Failure to accept the correction in accordance with Article 15.6 shall result in the rejection of the Bid.

16 CURRENCIES OF BID AND PAYMENT

16.1 All prices shall be quoted by the Bidder in **US Dollars**, unless otherwise stated. Similarly, all payments will be made in **US Dollars**.

16.2 NRC shall pay by bank transfer approximately within **30 calendar days** upon receipt of error free, fully documented original invoices and other required documents justifying the service receipt in good order on a **monthly basis**. Payment will be made directly to the account of the company or company's owner according to the agreed payment terms. Under exceptional cases, payments of 1,000 USD and above made to third-party

individuals may be accepted with the presence of an official notary public certification from the company to the third-party individual.

17 BID VALIDITY

17.1 Bids shall remain valid for a period of six **[6] months after the date of the bid submission** deadline as prescribed by NRC. **A bid valid for a shorter period shall be rejected as non-compliant.**

17.2 In exceptional circumstances, prior to the expiration of the bid validity period, the NRC may request Bidders in writing to extend the period of validity of their bids. A Bidder must confirm in writing his acceptance of the extension. In case of extension, modification of the Bid is not permitted.

18 ALTERNATIVE BIDS

Bidders shall submit offers that comply with the requirements of the bidding documents, including the basic technical design as indicated in the drawings and specifications. Alternative bids shall not be considered unless otherwise indicated in **Section 1 – the Bid Data Sheet**.

19 FORMAT AND SIGNING OF BID

The bidder shall prepare one set of bid documents per Contract that he wishes to bid for. The bidder should hold a copy of the documents with themselves for reference purposes.

20 SEALING AND MARKING OF THE BID

All Bids should be submitted via eTB platform following the respective instructions that are part of this document.

21 DEADLINE FOR SUBMISSION OF BIDS

Bids must be received by the NRC through eTB and no later than the dates and times indicated in Section 1 - the Bid Data Sheet. The eTB platform is closing at the deadline for bid submission, and bidders will not have the chance to submit their offers after the deadline.

22 LATE BIDS

The eTB system doesn't allow the submission of bids after the deadline. For the avoidance of doubt, the NRC shall not consider or accept any bid that arrives after the deadline for submission as stipulated in Section 1 – the Bid Data Sheet. Any bid received by the NRC after the deadline for submission of bids shall be declared late and rejected.

23 WITHDRAWAL AND REPLACEMENT OF BIDS

23.1 A Bidder may withdraw or replace its Bid after it has been submitted at any time before the deadline for submitting bids.

23.2 A bid can be replaced by submitting a revised offer through the e-Tender Box system (eTB), and the latest Bid submitted will be considered the final version. When submitting a revised bid, the Company name in eTB system should be modified by adding #2 in the designated field for the company name.

23.3 After the opening of bids, modifications to bids must be documented, and any discussions must be reported in writing. A bid may be withdrawn at any stage, with written notice signed by an authorised representative to SD.procurement@nrc.no that clearly states the reason for withdrawal.

24 CONFIDENTIALITY

24.1 Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until information detailing the best-evaluated bidder is communicated to all Bidders.

24.2 Any effort by a Bidder to influence the NRC in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its Bid.

24.3 From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the NRC on any matter related to the bidding process, it should do so in writing.

25 CLARIFICATION OF BIDS

NRC may, at its discretion, ask any Bidder for clarification of its Bid. The NRC's request for clarification and the response shall be in writing. Any clarification submitted by a Bidder that is not in response to a request by the NRC shall not be considered. All requests for clarifications shall be copied to all bidders for information purposes. No change in the price or substance of the Bid shall be permitted, except to confirm the correction of errors.

26 BIDS VALIDATION

26.1 The NRC's determination of a Bid's validity is to be based on the contents of the Bid itself, which cannot be corrected if determined to be invalid.

26.2 A valid bid is one that complies with all the terms, conditions, and specifications of the Bidding Document, without deviation or omission, which affects, or could affect;

- i. the scope, quality, or performance of the Works specified in the Contract; or
- ii. limits in any substantial way, the NRC's rights or the bidder's obligations under the Contract

27 EVALUATION OF BID

27.1 The NRC shall examine the legal documentation and other information submitted by Bidders to verify eligibility, and then will review and score bids according to the criteria outlined in **Section 1, [Assessment Criteria](#)**.

27.2 In case two bidders score the same in the evaluation, the one with the highest technical ranking will be awarded the contract.

27.3 Anti-money laundering, anti-bribery, anti-corruption, and anti-terrorism legislation applicable in some jurisdictions and donor regulations require NRC to screen contractors against various lists, including but not limited to the United Nations Security Council Sanctions List and World Bank debarment lists to ensure due diligence. Submission of the bid constitutes acceptance of these screening practices on the part of the bidder.

27.4 The NRC reserves the right to reject all bids, and re-tender if no satisfactory bids are submitted.

28 AWARD PROCEDURE

28.1 The NRC shall award the Contract in writing, with an award letter, to the bidder whose offer has been determined to be the best, before the end of the bid validity period.

28.2 Any bidder who has not been awarded a contract, will be notified in writing.

28.3 Until a formal contract is prepared and executed, the Award Letter shall constitute a binding agreement between the Bidder and NRC.

28.4 The Award Letter will state the sum that the NRC will pay to the bidder as prescribed in the Contract, and in accordance with the Bid. This provision shall not be applicable to Framework Agreements.

28.5 The bidder is thereafter required to submit a Letter of Acceptance, confirming their wish to proceed with a contract.

29 SIGNING OF CONTRACT

29.1 Upon receipt of the Letter of Acceptance, the NRC shall call the successful bidder to sign the Contract.

29.2 Within an agreed timeframe, the successful bidder shall sign, date, and return the Contract to the NRC.

30 SUB CONTRACTING

Please be advised that subcontracting is not permitted. Bidders must possess the necessary capabilities to execute the project independently.

31 UNEXPLODED ORDNANCE DISCLAIMER (EXPLOSIVE HAZARDS)

31.1 NRC will screen all sub-projects for potential unexploded ordnance (UXO) risks. For sub-projects that contain UXO risks, NRC will obtain respective UXO clearance certification from an accredited demining entity prior to the commencement of any civil works. However, there is a possibility that there may be Explosive Hazards in the area. Please note, NRC accepts no liability for injury and/or death to contractor's staff or damage to contractor's property. The contractor shall be required to sign a disclaimer to this effect upon signing the

Contract.

Possible explosive hazards will be clarified in the Annex C-UXO due diligence to be assessed and managed, probably.

NRC accepts no liability for injury and/or death to contractor's staff or damage to contractor's property. It is the responsibility of the Contractor to check sites / ensure sites are checked for Explosive Hazards, informing their staff of the potential risks of undertaking works where Explosive Hazards may be present, providing staff with appropriate training on Explosive Hazards, and maintaining appropriate insurance / funding to cover injury and/or death of their staff which may arise"

- 31.2 The contractors will provide Mine Risk Education (MRE), as part of their ESMP commitments, to their personnel for sub-projects where UXO risks have been identified and also for cases where UXO clearance certificates have been obtained.

Following MRE awareness, any risks will be reported with immediate stoppage of works to be verified by an appropriate security or demining actor, prior to continuation of works. Demining works will be requested should the risk be confirmed following site assessment by the demining actor.

32 Primary and Secondary Bidder Awarding:

- 32.1 The NRC will conduct this tender process to select a Primary Bidder – first placed bidder referred to as the Primary Company or Contractor- for the execution of a Framework Agreement. The NRC also reserves the right, in its sole discretion, to enter into a separate agreement with the Secondary Bidder on the same or similar terms. The Secondary Bidder will be the qualified second-placed bidder or the next-placed Bidder –referred to as the Secondary Company or Contractor- who confirms their interest in proceeding with the Contract by submitting a Letter of Acceptance as per Article 28 above. The secondary Bidder will serve as a backup for the execution of the Agreement.
- 32.2 Under the Agreement, all purchase orders issued will be directed to and fulfilled by the Primary Company / Contractor.
- 32.3 In the event the Primary Company / Contractor is unable or unwilling to accept a Purchase order as outlined in the Agreement, NRC may award these Purchase orders to the secondary Company / Contractor.
- 32.4 Upon conclusion of the tender process, the NRC shall issue a written Award Letter notifying each Bidder of their selection as either the Primary Company / Contractor or the Secondary Company / Contractor. This Award Letter shall constitute a binding offer by the NRC to the designated Bidder, and the Bidder shall have the right to accept or reject such offer in accordance with the procedures set forth in Article 28 above.

SECTION 3

TECHNICAL DESCRIPTION OF THE BID

NRC is currently seeking a reputable, licensed company for the provision of vehicle rental services. The aim is to follow a Single Aard Tender, resulting in the selection of one primary bidder. However, the NRC also reserves the right to identify a secondary bidder during this selection process. In the event of the primary bidder's inability or failure to perform the work under the contract, the NRC shall have the sole discretion to assign the contract to the identified secondary bidder. award process. Below are our minimum requirements:

General Requirements:

1. The Service Provider should be a specialized and professional in vehicle rental and transportation services having good past experience preferably with international humanitarian organizations.
2. The service provider shall be responsible to provide its offered services as per desired locations. Quoted prices must be inclusive of all type of road and other applicable taxes.
3. The service provider will coordinate and agree within 2 working days with NRC on the fleet requirement in advance and will then mobilize to meet the obligations in those plans in respect of the signed Purchase Order.
4. All charges towards repair/servicing, drivers' wages, fuel expenses, third party insurance and any other incidental expenses on operations & maintenance of the vehicles engaged for NRC shall be borne by the service provider.
5. All deployed vehicles should be covered under third party insurance policy with full coverage for the vehicle/truck, driver, passengers. In case of any accident or theft etc., all the claims arising out of it should be met by the service provider. NRC shall not be liable in any matter whatsoever.
6. Responsibilities, rights and liabilities under this contract to any other agency without prior written consent of NRC shall not be allowed to transfer, assign, pledge or sub-contract by service provider.
7. In case a vehicle is required for mobilization and the same does not reach at the designated time and place. NRC will be free to call required vehicles from any other supplier and will cancel the order after written notification.
8. The drivers employed by the service provider shall be medically fit, and should possess valid driving license in his name, and fully conversant with the routes of the targeted areas. The drivers must be proficient in speaking local languages and understanding local traditions, well mannered, courteous with proven integrity, healthy personal habits and should always carry a mobile phone with him. Drivers with an understanding of Basic will be highly recommended.
9. The service provider shall assign a supervisor/ contact person who shall be responsible for immediate interaction with NRC so that optimal services could be availed without any disruption. The supervisor should be available round the clock on his own direct telephone or Office landline so as to respond to the call for services in emergency cases. The supervisor should be accessible on holidays/ weekends also for satisfying NRC humanitarian response requirements.
10. In the event of misbehavior or misconduct on the part of drivers, NRC may impose penalty as deemed fit on the contracting company including replacement of Driver. The service Provider shall compensate NRC if any losses occurred as a result.
11. The Service Provider shall immediately notify NRC if an impediment arises during the performance of service and shall also inform of the proposed solution to enable the service in question to continue immediately. Ensuring that services are made without delay within the normal time frame as requested by NRC.
12. The Contractor must have an extensive network of offices within the country, ideally in accordance with NRC locations.
13. The Contractor must demonstrate sound financial stability to ensure the continued development of experienced transportation services.
14. NRC reserve the rights to request at any time during the terms of Service Contract to assign additional personnel or replace any of the service provider designated dealing with NRC vehicle rental services.
15. Companies or organizations, whether for-profit or non-profit, must be legally able to conduct business in

(This section does not need to be submitted with your offer)

Sudan and can provide the services in Sudan upon award of the contract.

Specific Requirements:

1. Companies have fulfilled obligations related to payment of government taxes and have valid registration certificate, Tax Registration, and other legal business permit/license that allows the supplier to work in Sudan generally.
2. Are not in situations of conflict of interest (e.g., with primary relationship to family or business relationship to parties at NRC).
3. Are not on any list of sanctioned parties issued by the United States of America Government (USG), the United Nations (UN), or the European Union (EU) as detailed below:
 - a. The EU sanction list - <https://www.sanctionsmap.eu>
 - b. The website of the System for Award Management (SAM) formally known as the Excluded Party List System (EPLS): <https://www.sam.gov>
 - c. The website of the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee"): http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml
 - d. The Office of Foreign Assets Control Specially Designated Nationals and Blocked Persons List, <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>

List of Work/Items/Services Required:

Please refer to the Appendix listed below for more details regarding the components, specifications, services, and other items under this tender:

#	Item Description	Vehicle model	Estimated Quantity (Vehicles)	Estimated Quantity (Days)
	Prices should include all rental, maintenance and repair costs, unlimited mileage/trips, fuel, driver, insurance cover, replacement charges – Ref: details in Annex#01 (Vehicle Rental ToR).			
1	Pick up Double Cabin Pick-up equivalent: to 'Toyota Hilux Double cabin pick up' or 'Nissan NP300' or any other brand of similar specifications with fuel and with driver – Full Day	Body: Hard Top, 5 seater and 4 doors, Engine Type: Diesel, Engine Capacity: 2400 - 2700 cc, Fuel: maximum mixed consumption (urban / extra-urban) as manufacture specification L/100=10, Ground Clearance: minimum 19 cm, Wheel drive: 4X4, Gear box: manual or automatic, Carrying capacity: min 1,000 kgs, AC: full option, Safety: Airbags / Seat belt – All seats must have functional seat belts	3	730
2	7-Seater Mini VAN: Toyota HiAce or any other equivalent brand with fuel and driver' – Full Day	Toyota HiAce Model or equivalent	3	605
3	14-Seater Mini VAN: Toyota HiAce or any other equivalent brand with fuel and driver' - Full Day	Toyota HiAce Model or equivalent	3	605
4	4x4 offroad, 4 or 5 doors SUV- 3400 - 4500 cc Five (5) doors (Toyota Land Cruiser Prado, Mitsubishi Pajero equivalent – Full Day	Toyota Landcruiser GXR or equivalent	3	180
5	Pick up Double Cabin Pick-up equivalent: to 'Toyota Hilux Double cabin pick up' or 'Nissan NP300' or any other model of	Body: Hard Top, 5 seater and 4 doors, Engine Type: Diesel, Engine Capacity: 2400 - 2700 cc, Fuel: maximum mixed consumption (urban / extra-urban) as manufacture specification	1	15

	similar specifications inclusive of fuel and with driver – Half Day	L/100=10, Ground Clearance: minimum 19 cm, Wheel drive: 4X4, Gear box: manual or automatic, Carrying capacity: min 1,000 kgs, AC: full option, Safety: Airbags / Seat belt – All seats must have functional seat belts		
6	7-Seater Mini VAN: Toyota HiAce, Nissan Caravan, Hyundai Model or equivalent inclusive of fuel and driver' – Half Day	Toyota HiAce, Nissan Caravan, Hyundai Model or equivalent	1	15
7	14-Seater Mini VAN: Toyota HiAce, Nissan Caravan, Hyundai Model or equivalent model inclusive of fuel and driver – Half Day	Toyota HiAce, Nissan Caravan, Hyundai Model or equivalent	1	15
8	4x4 offroad, 4 or 5 doors SUV- 3400 - 4500 cc Five (5) doors (Toyota Land Cruiser Prado, Mitsubishi Pajero, Nissan Patrol or equivalent inclusive of fuel and driver – Half Day	Toyota Landcruiser GXR, Mitsubishi Pajero, Nissan Patrol or equivalent	1	15

Technical Evaluation Indicator:

This section aims to inform bidders about the evaluation criteria that NRC will employ during the bid assessment process. It further elaborates on the key factors that NRC will consider when evaluating bidders' technical proposals.

Failure to adhere to NRC minimum requirements will result in Bid being considered non-responsive and will not be considered in further evaluation.

Service Providers' experience:

NRC is seeking to establish that the bidder has relevant proven expertise in carrying out motor vehicle rental services within Sudan.

Proof of documentation Purchase Order, Contract or Completion Certificate is required to confirm the stated experience. Marks are allocated for the documentary evidence provided that meet or exceed the projected budget spending.

Applicants Capability:

The bidder must provide documentary evidence of meeting the set minimum requirements to offer the service.

- **Maintenance & Service Support**

The service provider must provide documentary evidence of maintenance and service support of the entire fleet to ensure reliability, safety, and consistently high service standards. Proof of in-house garage and or contracted external maintenance team to ensure that every vehicle is kept in top condition, minimizing downtime and keeping your operations running smoothly. A letter of guarantee from the service provider to confirm maintenance routine, breakdown service support, Vehicle service delivery time, working hours and communication by drivers.

- **Human Resources Capacity:**

The service provider to share schedule of drivers each over 18 years. Attach driver's license and national ID.

Fleet Insurance & regulatory compliance

The service provider must provide documentation as proof of insurance compliance.

- **Fleet requirements and compliance**

All proposed vehicles should meet the minimum specifications & safety equipment. All vehicles are model as the recommended brand with year of manufacturer being 2018 or newer.

- **Motor vehicle Insurance and Roadworthiness**

Service providers must provide schedule of proposed mechanically sound vehicles with corresponding valid insurance cover.