



Humanitarian and Development Consortium
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INVITATION TO BID (ITB)

ITB No: **2026/HDC/RNK/010**

Date Issued: **26 August 2026**

Closing Date & Time: **8th September 2026, 2.00Pm**

Delivery Address: **HDC Office, Hai Jebel Kujur Next to Toyota service center, Rock City**

Delivery Deadline: **18th September 2026**

Organization: **Humanitarian and Development Consortium (HDC)**

Contact Person (Procurement Unit): **Sarah Samoei**

Email: **sarah.samoei@hdcafrica.org**

Telephone: **+211921706715**

SECTION A — INTRODUCTION

The Humanitarian and Development Consortium (HDC) invites all eligible, reputable, and competent companies to submit sealed bids for:

Title of Procurement: Supply of Assorted Items

Description of Goods/Services/Works:

Item No.	Description	Specifications (detailed)	Qty	Unit	Delivery Time
1	Washing soap- Bar soap 800g- white	Washing bar Soap 800g- white bar soap	50	boxes	18 TH September 2026
2	Buckets	10 Liters Size	100	Pcs	
3	Sleeping Mats	2x4m sizes	100	Pcs	
4	Bed sheets	100% cotton 4x6	100	Pairs	
5	Bale of second-hand clothes	Children clothes (unisex, age between 5-11 years T- shirts and shorts	2	Bales	

2. Bidder's Price Form

Item	Description	Qty	Unit	Unit Price(USD)	Total Price(USD)
Total Amount (USD)					

Grand Total (USD/SSP): _____

3. Bid Validity

Our bid is valid for _____ days from closing date.

SECTION B — INSTRUCTIONS TO BIDDERS

1. Eligibility

Bidders must:

- Be legally registered
- Possess valid tax documents
- Have experience in similar assignments
- Not appear on any sanctions or debarment list
- Submit bid in the required format and before the deadline

2. Clarifications

Questions or requests for clarification must be sent in writing to:

Email: **Tender2023@hdcafrica.org**:

Deadline for inquiries: **8th September 2026**



SECTION C — BID SUBMISSION REQUIREMENTS

(Handwritten signature)

Bidders MUST submit the following:

- Company Registration Certificate
- Valid Tax Certificate
- Company Profile
- Past Performance (minimum 2 similar contracts)
- Completed Bid Price Form
- Delivery Schedule

SECTION D — TECHNICAL SPECIFICATIONS

Attach detailed specifications

- Goods → full specifications

Bidders must acknowledge receipt of all pages.

SECTION E — EVALUATION CRITERIA

Evaluation will be based on the following:

1. Administrative/Eligibility Criteria

- Required documents present
- Signed and stamped forms
- Compliance with ITB instructions

2. Technical Evaluation

- Compliance with specifications
- Experience
- Delivery period

3. Financial Evaluation

- Price correctness
- Cost competitiveness
- Proven reasonableness and fairness

Note: The organization is not bound to accept the lowest bid.

SECTION F — SUBMISSION DETAILS

Submission Method:

Option A — Physical Submission

Sealed and stamped envelopes clearly marked:

“ITB No. 2026/HDC/RNK/010— DO NOT OPEN BEFORE CLOSING DATE”

Delivered to: **HDC Office, Hai Jebel Kujur Next to Toyota service center, Rock City**

Option B — Email Submission

Email subject must be:

“ITB No. 2026/HDC/RNK/010

Email: **tender2023@hdcafrica.org**

(Bids must be in PDF)



SECTION G — BID FORMS (TO BE COMPLETED BY BIDDERS)

1. Bidder Information Form

Field	Details
Company Name	_____
Physical Address	_____
Contact Person	_____
Phone	_____
Email	_____
Country of Registration	_____
Website	_____



4. Authorization

Name: _____

Position: _____

Signature & Stamp: _____

Date: _____