



INVITATION TO BID (ITB)

ITB No: 2026/HDC/JBA/002

Date Issued: 17 April 2026

Closing Date & Time: 30 April 2026, 2.00Pm

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

Delivery Deadline: 15 May 2026

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

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

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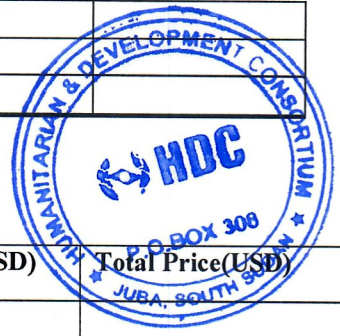
SECTION A — INTRODUCTION

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

Title of Procurement: Supply of Seeds and Farm Tools

Description of Goods/Services/Works:

Item No.	Description	Specifications (detailed)	Qty	Unit	Delivery Time
1	Okra seed	Okra – Clemson Spineless 50 g Sachet	605	Sachets	15 May 2026
2	Kudra	Kudra – Jute mallow 50 g Sachet	605	Sachets	
3	Eggplant	Eggplant – Black Beauty 50 g sachet	605	Sachets	
4	Amaranthus	Amaranthus – White Elma 50 g Sachet	605	Sachets	
5	Okra	Okra – Clemson Spineless 50 g Sachet	605	Sachets	
6	Meloda	Meloda	606	Pcs	
7	Rakes with Plastic handle	Rakes with Plastic handle	606	Pcs	
8	Hoe with Handle	Hoe with Handle	606	Pcs	



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: 30th April 2026



SECTION C — BID SUBMISSION REQUIREMENTS

Bidders MUST submit the following:

- Company Registration Certificate
- Valid Tax Certificate
- Company Profile
- Past Performance (minimum 2 similar contracts)
- Financial Capacity (bank statement or audited accounts)
- 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
- Warranty conditions
- Quality assurance mechanisms

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/JBA/002— 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/JBA/002

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: _____