

RFP INSTRUCTIONS

The RFP invitee is referred hereinafter as "BIDDER". All Bidders shall comply with the following instructions:

A. General Instructions:

1. BIDDER is requested to comply strictly with the terms of this RFP document and must submit Bid Proposal strictly in accordance with the terms of the RFP documents.
2. Upon Sudatel request, BIDDER shall adhere to SUDATEL instruction and guidelines for submission through "Supplier Portal" in Oracle Fusion System, and to upload bid proposal to the system before the closing date .
3. BIDDER's bid proposal shall be valid for (90) days from the date of closing date.
4. Failure to comply with this requirement of submitting a fully conformance base bid will risk the bidder's proposal being drop from further evaluation, being a non-conformance bid.
5. In NON-COMPLIANCE STATEMENT form; Bidder shall specify its exception- if any – in Contract Terms & Conditions or in a part of RFP document, BIDDER also shall clarify the exception reasons thereof.
6. BIDDER shall certify and sign all documents by the authorized and duly personnel and all relevant transmittals shall be addressed to the followings addresses:
 - **Technical Packages shall be submitted on softcopy in the system .**
7. A successful bidder will engage with Sudatel in a CONTRACT as per Sudatel Standard Terms & Conditions.
8. BIDDER to ensure duly receiving the RFP Document as per the following contents:
 - i. RFP Letter
 - ii. RFP Instruction
 - iii. Non-Compliance Statement Form
 - iv. General Terms and Conditions
 - v. Particular Terms and Conditions.
 - vi. Exhibits

B. Bid Proposal Submission Instructions:

1. BIDDER's shall upload the bid proposal documents in pdf format at "Supplier Portal" in Sudatel Oracle Fusion System

1.1 Package One: Technical Proposal (Softcopy version):

- a. Covering Letter signed by the person or persons authorized to sign on behalf of the company (specifying the full BIDDER address)
- b. Company Profile & Registration Documents.
- c. Audited Financial Statement for the last three years.
- d. Proven Experience Documents, with references letters from at least two clients.
- e. Detailed technical specification for the items specified in ANNEX.
- f. Provide a NON-COMPLIANCE STATEMENT as stated in attachment.

g. Present Delivery Time Plan.

- NB: Price shall not be mentioned in Technical Package.

1.2 Package Two: Commercial Proposal (Softcopy version)

- a. Covering Letter signed by the person or persons authorized to sign on behalf of the company.
- b. Price List.
- c. Payment Terms
- d. Present a copy of NON-COMPLIANCE STATEMENT as stated in attachment.

2. **Bid proposal be signed and stamped in the Bidder Company's headed paper and shall upload in the system**

C. BIDDERS' Clarifications:

- SUDATEL will provide any updates, clarifications or revision that may raise during the bidding period to bidders who confirmed its participation within (3) days from bid floating date.
- BIDDER shall provide its detailed contact address in participation confirmation letter.
- BIDDER shall provide its request for clarification (if any) by email before the date of 05/05/2026 .
- For any clarification, BIDDER to raise its issue to the system via messages or the following contact addresses :
 - **Name: Lena Ibrahim Mohammed**
 - **Contact +249120120839 (WhatsApp only)**
 - **Contact Email addresses: lena@sudatel.sd**