



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 30<sup>th</sup> MAY 2022

**INVITATION TO BID: No. ITB/HCR/ROK/2022/004**  
**FOR THE SUPPLY AND DELIVERY OF MEDICAL EQUIPMENT**  
**FOR UNHCR KHARTOUM OFFICE**

**CLOSING DATE AND TIME: 13<sup>th</sup> JUNE 2022- 23:59 HRS.**

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**INTRODUCTION TO UNHCR**

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 34 million persons. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

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**1. ITB INFORMATION**

**REQUIREMENTS**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sudan Operations, invites qualified suppliers to make a firm offer for (s) for Supply and delivery of **Supply and delivery of Medical Equipment for Sudan Operations as specified in Annex A- Specification.**

**IMPORTANT:**

Exact technical specifications of the items are detailed in **Annex A: Specification** of this document.

The estimated requirement of UNHCR for the goods is indicated in the Annex A. UNHCR reserves the right to change quantities to be delivered upon issuance of a purchase order. The company awarded with the contract is only required to deliver the quantities as per the purchase order issued by UNHCR.

Please note that the figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase a minimum quantity of goods. Quantities may vary and will be depend on the actual requirements and funds available regulated by issuance of individual purchase order against the frame agreement.

**IMPORTANT:**

When a Contract is awarded, either party can terminate the agreement only upon 90 days (3 months) notice, in writing to the other party.

The initiation of conciliation or arbitral proceedings in accordance with **article 18** "settlement of disputes" of the UNHCR General Conditions of Contracts for provision of Goods (ANNEX F) shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

**IMPORTANT**

It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures laid out herein will result in disqualification from the evaluation process.

**IMPORTANT:** This document is not to be considered in any way as an offer to contract your Firm.

## **2. BIDDING INFORMATION**

### **2.1 ITB DOCUMENTS**

The following annexes form an integral part of this Invitation to Bid:

- Annex A: Technical Specifications
- Annex B: Financial Offer Form
- Annex C: Technical Evaluation Criteria
- Annex D: Bid Data Sheet
- Annex E: Vendor Registration Form (*Only those Vendor need fill this form who are not already registered with UNHCR*)
- Annex F: UNHCR General Conditions of Contracts for the Provision of Goods - July 2018
- Annex G: UNHCR General Conditions of Contracts for the Provision of Goods (Arabic Version)
- Annex H: Supplier's Code of conduct

### **2.2 ACKNOWLEDGMENT**

We would appreciate you informing us of the receipt of this ITB by return e-mail to buyer's e-mail [SUDKH-SU@unhcr.org](mailto:SUDKH-SU@unhcr.org) , [khalilsa@unhcr.org](mailto:khalilsa@unhcr.org) as to:

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid
- The source where you have acquired this tender document (e.g. E-Mail, UNGM website, printed media etc.)

**IMPORTANT:**

Please note that Bid Submissions are **NOT** to be sent to the e-mail address above.

### **2.3 REQUESTS FOR CLARIFICATION:**

Bidders are required to submit any request for clarification in respect of this ITB by e-mail at [SUDKH-su@unhcr.org](mailto:SUDKH-su@unhcr.org) with a cc: [khalilsa@unhcr.org](mailto:khalilsa@unhcr.org); [gedi@unhcr.org](mailto:gedi@unhcr.org) or [drame@unhcr.org](mailto:drame@unhcr.org). **The deadline for receipt of questions is 23:59 HRS on 09<sup>th</sup> June 2020.**

**IMPORTANT:**

Please note that Bid Submissions are **not** to be sent to the e-mail addresses above. Failure to comply with this provision may result in disqualification.

All the emails sent requesting clarification **MUST** have the following subject otherwise UNHCR reserves the right **NOT TO REPLY**.

EMAIL SUBJECT: ITB/HCR/ROK/2022/004 – QUERY

UNHCR will compile the questions received and will respond to all qualified companies and contactors participating in the tender competition.

### **2.4 YOUR OFFER**

Your offer shall be prepared in English. Please submit your offer using the submission template provided. It should conform to the requirements and contain all information required. **The offers not conforming to the requested format will not be taken into consideration for evaluation.**

The following annexes form an integral part of this Invitation to Bid:

- Annex A: Technical Specifications
- Annex B: Financial Offer Form
- Annex C: Technical Evaluation Criteria
- Annex D: Bid Data Sheet
- Annex E: Vendor Registration Form (*Only those Vendor need fill this form who are not already registered with UNHCR*)
- Annex F: UNHCR General Conditions of Contracts for the Provision of Goods - July 2018
- Annex G: UNHCR General Conditions of Contracts for the Provision of Goods (Arabic Version)
- Annex H: Supplier's Code of conduct

**IMPORTANT:**

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than the submission address will result in disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" (section 3) of this ITB.

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

**2.4.1 CONTENT OF THE TECHNICAL OFFER****IMPORTANT:**

No pricing information should be included in the technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required.

The technical details of the products requested by UNHCR can be found in (**Annex A: Technical Specifications**)

Your technical offer should clearly state whether or not the goods you are offering are fully conforming to the product specifications given. Clearly state and disclose any discrepancies with the specifications given.

The technical offer shall include the information requested in technical offer from found in Annex A. In addition, technical offer should include the following information:

**Incoterms:** The International Chamber of Commerce Incoterms 2010 shall apply for this ITB and for any resulting purchase orders(s).

**Certificate of registration:** the bidder shall provide a valid copy of the company's certificate of registration with a competent regulatory body where it is registered.

**Packing details:** The technical offer shall clearly indicate the packing and transport options (e.g. weight, volume, etc.)

**Production/Delivery Capacity:** The bidder shall state annual production capacity. The bidder shall state the mobilization time, ex-stock (if no set up time is required) and total lead-time quantity as requested in (Annex A - Technical Specification)

**Shelf life and usable lifespan:** The bidder shall clearly state the recommended shelf life of the product, as well as the usable lifespan, i.e. the recommended usage period.

**Samples/Catalogues:** Bidders are required to submit detailed catalogue / technical details of the offered product with all required technical details together with the technical offer in line with the specifications, the catalogues must prove and document minimum following details:

- ✓ Brand/Model
- ✓ Country of Origin
- ✓ Technical Features
- ✓ Pictures
- ✓ Details on Delivery
- ✓ Warranty period

**Certificate:** If available the bidder shall submit a copy of the internationally recognized or equivalent quality certificate of the manufacturing company together with and copy of quality certificate for the finished product.

**Country of Origin:** of the Supplier and place of Manufacture.

**Warranty:** The bid shall include defects and liability period with terms of warranty.

**Vendor Registration From:** The bidder companies are required to be established no less than three (3) years from the closing date of the tender. The bidders who do not comply with this requirement shall be disqualified.

If your company has not been registered yet with UNHCR or has not received a valid purchase order for the past two year, you should complete sign and submit with your technical proposal the vendor registration form (Annex E) and other required documents for the vendor registration including but not limited;

- Short description of company background, including organization structure and production capacity.
- Company's registration documents
- Company's last 3 X yeas financial reports (certified by chartered accountant)
- Last audit report (if applicable)

**UNHCR General Conditions of Contracts for the Provision of Goods - July 2018:** Your technical offer should contain your acknowledgement of UNHCR General Conditions for provision of goods by Signing either Annex F or Annex G.

UN Supplier's Code of conduct: Your technical Offer must contain your acknowledgement of the UN Supplier Code of Conduct by Signing (Annex H)

#### **2.4.2 CONTENT OF THE FINANCIAL OFFER**

Signed, stamped and completed **FINANCIAL OFFER FORM**. Your separate financial offer must in a single currency, US Dollar or the Local Sudanese Currency (SDG).

The financial offer is to be submitted as per the Financial Offer Form (Annex B). Bids that have a different price structure may not be accepted.

**The following details shall be provided for each item:**

**Unit costs:** The bidder shall quote the unit on DAP (Delivery at Place) DAP UNHCR Representation Khartoum. Any quantity or other discounts (e.g. volume discounts) shall be clearly stated.

**IMPORTANT TO NOTE:** The Offered made by Suppliers from Outside Sudan shall be inclusive of all possible associated costs; except for VAT, customs duties and taxes of which UNHCR will provide the exemption certificate for clearance purposes. The consignee will be UNHCR representation Office in Khartoum Sudan.

UNHCR is exempt from all direct taxes and customs duties. With this regard, price has to be given without VAT.

You are requested to hold your offer valid for [180] days from the deadline for submission. UNHCR will make its best effort to select a company within this period. The pricing model quoted in the Supplier's offer will remain valid till the delivery of the items to UNHCR. UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

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### **2.5 BID EVALUATION**

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#### **2.5.1 Supplier Registration:**

The qualified suppliers will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial standing,
- Core business,
- Track record,
- Contract capacity.

This will be followed later by performance evaluation as a supplier such as:



- Random / periodic testing of the supplier's products,
- Ability to respond quickly to Agency's needs,
- Timely delivery,
- Dependability of products and services.
- Lead time for delivery

### 2.5.2 Technical evaluation and financial evaluation:

The technical component of the submission will be evaluated using the criteria **PASS or FAIL by using the exact same structure as outlined in Annex C, and based on the requirements from Annex A.**

All bids from pre-qualified suppliers will be evaluated based on the following criteria to mention a few.

- Compliance with the established UNHCR specifications
- Availability of all required items (**All or none basis**) e.g., a supplier offers part of the items listed in the requirements while some items are missing in such case the offer will not be considered.
- Unit cost DAP UNHCR Representation Office in Khartoum Sudan
- Delivery capacity
- Availability all required company registration related documents.
- Warranty

For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

**UN Global Compact and other factors:** UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labor and civil society to support ten principles in the areas of the human rights, labour, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

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## 2.6 SUBMISSION OF BID

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The offers must bear your official letter head, clearly identifying your company. The bid and can also be sent to the street address of UNHCR offices via Post or Courier or Email at the addresses mentioned below:

The Bid must be sent in the following manner:

**By e-mail:**

Bids should be submitted by e-mail and all attachments should be in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.).

The Technical and Financial offer shall be clearly separated

The technical Offer should be sent by E-mail Only to: [SUDKHTO@unhcr.org](mailto:SUDKHTO@unhcr.org)

The Financial Offer should be sent by E-mail Only to: [SUDKHFO@unhcr.org](mailto:SUDKHFO@unhcr.org)

It is your responsibility to verify that all e-mails/documents have been received properly before the deadline. Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of [20] Mb so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in e-mail subject field:

Bid [Number]

Name of your firm with the title of the attachment

Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

For example: ITB/2020/004 Company ABC (email 1 of 3)

**SUBMISSION OF OFFERS BY COURIER / POST OR HAND DELIVERY:**

**Attention:**

THE SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS  
INVITATION TO BID NO.: ITB/HCR/ROK/2022/004 FOR SUPPLY AND DELIVERY OF MEDICAL EQUIPMENT FOR  
UNHCR SUDAN OPERATIONS  
UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD KHARTOUM

**IMPORTANT TO NOTE: The submission of based on two envelop system separating the technical and financial offer;**  
The outer envelope should be containing two inner envelopes as described below:

Both inner envelopes shall indicate your firm's name and address. The first inner envelope shall be marked "Technical Component" and contain the full technical component of your offer. The second inner envelope shall be marked "Price Component" and include your signed and stamped financial offer.

**IMPORTANT:** The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification. All bids must be clearly marked: **NOT TO BE OPENED BY REGISTRY**

**Deadline: Sunday 13<sup>th</sup> JUNE 2020 23:59 HRS Sudan Standard Time.**

**IMPORTANT:** Any bid received after this date or sent to another UNHCR address may be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

**IMPORTANT:** The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the test and has been accepted by UNHCR as meeting the technical specification **BID ACCEPTANCE**

UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial awards.

UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Goods.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that UNHCR is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

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## **2.7 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS**

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Any Purchase Order (PO) issued as a result of this ITB will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions for the Purchase of Goods and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

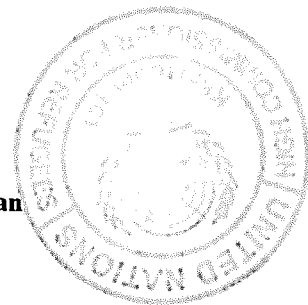
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## **2.8 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF - 2018**

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Please note that the General Conditions of Contracts (Annex F) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.

**Ibrahima Drame**  
**Supply Officer**  
**Unhcr Representation Office in Sudan**



**ANNEX C: TECHNICAL EVALUATION CRITERIA**

<b>ANNEX C -TECHNICAL EVALUATION CRITERIA</b>		
1	Business Registration Certificate in Sudan.	Pass/Fail
2	Availability of all required items (All or none basis) e.g. a supplier offers part of the items listed in the requirements while some items are missing in such case the offer will not be considered.	Pass/Fail
3	Defects and liability period with terms of warranty for minimum 12 months provided?	Pass/Fail
4	UNHCR General Conditions of Contracts for the Provision of Goods - July 2018 acknowledged (signed) and submitted (Annex F or Annex G)?	Pass/Fail
5	<b>Shelf life and usable lifespan:</b> The bidder shall clearly state the recommended shelf life for relevant products, as well as the usable lifespan if applicable.	Pass/Fail
6	Do the offered specifications and sample conform to required specifications as per Annex-A?	Pass/Fail
7	Experience in the supply of similar products. Minimum 1 year, at least 2 contracts, work orders, PO or reference letters on the letterhead of the client submitted?	Pass/Fail
8	Financial standing; Audited financial statement or certified bank statement for the past 2 years.	Pass/Fail
9	Delivery Time: The bidder shall confirm the complete delivery within 21 Days.	Pass/Fail
10	Vendor Registration From: The bidder companies are required to be established no less than three (3) years from the closing date of the tender. The bidders who do not comply with this requirement shall be disqualified.	Pass/Fail

**ANNEX D: BID DATA SHEET**

THE FOLLOWING SPECIFIC DATA FOR THE GOODS TO BE PROCURED SHALL COMPLEMENT, SUPPLEMENT OR AMEND THE PROVISION IN THE INSTRUCTIONS TO BIDDERS. WHENEVER THERE IS A CONFLICT, THE PROVISION HEREBIN SHALL PREVAIL.

DEADLINE FOR SUBMISSION OF BIDS	13 <sup>th</sup> JUNE 2022, 1159 Hrs. (Sudan Standard Time) BIDS TO BE MARKED:	
SUBMISSION OF BIDS:	SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM	<u>BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, EMAIL OR COURIER</u>  ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM <b>INVITATION TO BID NO.: ITB/HCR/ROK/2022/004 FOR SUPPLY AND DELIVERY OF MEICAL SUPPLIES FOR UNHCR KHARTOUM OFFICE</b> <u>Clearly Marked: NOT TO BE OPENED BY REGISTRY</u>
LATE SUBMISSION OF OFFERS:	OFFERS SHOULD BE SUBMITTED IN GOOD TIME TO BE RECEIVED BY CLOSING DATE AND TIME. IMPORTANT NOTE: BIDS RECEIVED AFTER THE DEADLINE FOR SUBMISSION OF BIDS AND BIDS TRANSMITTED IN ANY OTHER MANNER THAN THOSE INDICATED ABOVE WILL NOT BE CONSIDERED.	
BID VALIDITY PERIOD:	180 DAYS	
PRICE VALIDITY PERIOD:	180 DAYS	
WARRANTY:	A MINIMUM OF ONE YEAR WARRANTY MUST BE PROVIDE (DULY FILLED SIGNED AND STAMPED - WARRANTY CARD MUST BE ANNEXED TO THE FINAL INVOICE FOR THE RELEASE OF THE PAYMENT)	
SPECIFICATIONS:	AS PER SPECIFICATIONS LIST (ANNEX A)	
DELIVERY SCHEDULE:	DELIVERY TIME: IN DAYS: <b>Within 21 Days</b> from the receipt of the Purchase Order	
LANGUAGE OF THE BID:	ENGLISH	
BID SUBMISSION & SAMPLES	UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD KHARTOUM <b>IF SAMPLES WILL BE REQUESTED IN THE PROCESS OF EVALUATION THE VENDORS WILL BE REQUIRED TO SUBMIT THEM AS SOON AS POSSIBLE.</b>	
REQUESTS FOR ADDITIONAL INFORMATION:	BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR ENQUIRIES IN RESPECT OF THIS INVITATION TO BID BY E-MAIL TO: <a href="mailto:SUDKH-SU@unhcr.org">SUDKH-SU@unhcr.org</a> OR <a href="mailto:Khalilsa@unhcr.org">Khalilsa@unhcr.org</a> BEFORE 1159 HRS on 09 <sup>th</sup> JUNE 2022 (CUT-OFF DATE FOR QUERIES). UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.	



**ANNEX I: TECHNICAL OFFER FORM**

(To be returned as part of the technical offer)

Please complete this sheet and return the signed and stamped copy as part of your technical offer.

S. No.	Requirements	Included in your Submission? Please write Yes/No		
		YES	NO	Remarks if any
1	Business Registration Certificate in Sudan.			
2	Availability of all required items (All or None basis) e.g. a supplier offers part of the items listed in the requirements while some items are missing in such case the offer will not be considered.			
3	Defects and liability period with terms of warranty for minimum 12 months provided?			
4	UNHCR General Conditions of Contracts for the Provision of Goods - July 2018 acknowledged (signed) and submitted (Annex F or Annex G)?			
5	<b>Shelf life and usable lifespan:</b> The bidder shall clearly state the recommended shelf life for relevant products, as well as the usable lifespan if applicable.			
6	The specifications of the items conform to required specifications as per Annex-A signed and stamp			
7	Experience in the supply of similar products. Minimum for the last two years, at least 3 contracts, work orders, PO or reference letters on the letterhead of the client should be provided.			
8	Financial standing; Audited financial statement or certified bank statement for the past 2 years.			
9	Delivery Time: The bidder shall confirm the complete delivery within 21 Days. DDP incoterms to UNHCR Warehouse in KRT.			
10	Vendor Registration From: The bidder companies are required to be established no less than three (3) years from the closing date of the tender. The bidders who do not comply with this requirement shall be disqualified.			

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Stamp

Date: \_\_\_\_\_



**Annex B - Financial Offer Form**  
**ITB-HCR-ROK-2022-004**  
**Supply and Delivery of Medical Equipment for UNHCR Sudan Operation**

#	Name of the Items	Specification	Quantity	Unit Price in USD	Total in USD
1	Glucomachine Kit - The machine and strips should be compatible	As per specifications in the Annex A	20 Kit		
2	Glucostrip - The strips and the machine should be compatible		20,000 Strips		
3	Lancets		100 Pcs		
4	ECG machine with Accessories - please ensure ECG and rolls are compatible		8 Machine		
5	ECG Paper - please ensure ECG and rolls are compatible		768 Rolls		
6	CBC machine		10 Machine		
7	Echocardiogram		8 Machine		
8	Adult Stethoscope		100 Pcs		
9	Pediatric Stethoscope		100 Pcs		
10	Sphygmomanometer		100 Pcs		
11	Sphygmomanometer		100 Pcs		
12	Thermometer		100 Pcs		
13	Torch		150 Pcs		
14	Weighing Scale		40 Pcs		
15	Weighing Scale		40 Pcs		
<b>Total in USD</b>					

**Delivery Date required by UNHCR:**

**Proposed Delivery Date:**

**Validity of the offer:**

**Warranty:**

**PRICE QUOTED MUST BE EXCLUSIVE OF VAT**

**DATE:**

**NAME:**

**Telephone Number:**

**Email Address**

**SIGNATURE:**

**IN THE CAPACITY OF:**

**DULY AUTHORIZED TO**

**SIGN BID FOR AND ON BEHALF OF:**

**OFFICIAL STAMP:**