

DATE: 02 October 2022

REQUEST FOR PROPOSAL: RFP/HCR/ROK/2022/10

FOR THE PROVISION OF DATA COLLECTION IN KHARTOUM, KASSALA AND GEDAREF FOR RESEARCH ON
TRAFFICKING IN REFUGEE SETTINGS

CLOSING DATE AND TIME: 20 October 2022 23:59 HRS SUDAN LOCAL TIME

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 17,324 people in more than 135 countries continues to help about 79.5 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environments, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sudan Operations, invites qualified firms to make a firm offer for **data collection for research on trafficking in refugee settings**

IMPORTANT:

Terms of references (TORs) details are attached as Annex A

2. BIDDING INFORMATION

2.1 RFP DOCUMENTS

The following annexes form an integral part of this Request for Proposal:

- Annex A: Terms of Reference
- Annex B: Financial Offer Form
- Annex C: Technical Evaluation Criteria
- Annex D: Bid Data Sheet
- Annex E: Vendor Registration Form
- Annex F: Annex F_UNHCR General Conditions of Contracts for the Provision of Services – 2018
- Annex G: Supplier's Code of conduct
- Annex H: Calendar of Activities

IMPORTANT:

It is strongly recommended that this Request for Proposal and its annexes be read thoroughly. Failure to send the above requested information may result in disqualification from the evaluation process.

2.2 ACKNOWLEDGEMENT

We would appreciate you informing us of the receipt of this RFP by return e-mail to SUDKH-SU@unhcr.org , as to:



- Your confirmation of receipt of this Request for Proposal (RFP)
- Whether or not you will be submitting a bid

IMPORTANT:

Failure to send the above requested information may result in disqualification of your offer from further evaluation.

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of RFP by e-mail to SUDKH-SU@unhcr.org. UNHCR may, at its discretion, copy any reply to a question to all other invited firms. The deadline for receipt of queries is 23:59 HRS on 13 October 2022. Bidders are requested to keep all questions concise.

Note:

This document is not to be considered in any way as an offer to contract your firm.

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

EMAIL SUBJECT: RFP/HCR/ROK/2022/10 – QUERY

IMPORTANT:

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

2.4 YOUR OFFER

Your offer shall be prepared in English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration.

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's e-mail address will result in disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" section 2.6 of this RFP.

Your offer shall comprise the following 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 terms of Reference for the provision of data collection for research on trafficking in refugee settings can be found in **Annex A**. Your technical offer should be concisely presented and structured in the following order to include, but not necessarily limited to the following information:

- Certificate of Registration issued by the Ministry of Justice (Commercial Registration Department) Sudan.
- List of key personnel and their qualifications
- The organization structure or organizational chart;
- Frame-time for completion of the project
- Work Schedules; Gantt charts.



- Past experience and performance records with other UN Agencies, NGOs or any other major clients and other credentials;
- Experience on similar works.
- List of references for similar projects performed by contractor.
- Project assumption's and constraints based on your understanding of the project;
- Audited reports for last three years
- Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the requested requirements by UNHCR as specified in Annex A.
- Vendor Registration Form: If your company is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor Registration Form (Annex E).

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in **United States Dollars (USD)**. The financial offer must cover all the services to be provided (price "all inclusive"). If no financial offer is received, the bid shall be automatically disqualified. 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.

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

UNHCR is exempted 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 a minimum of **90 days** from the deadline for submission. UNHCR will make its best effort to select a company within this period. 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.

IMPORTANT: UNHCR can only facilitate payments through the local banks and not banks outside of Sudan and therefore the current market condition must be factored in before submitting your quote.

IMPORTANT:

The financial offer signed and stamped is to be sent separately from the technical offer

2.5 BID EVALUATION

2.5.1 Supplier Registration:

The qualified company (s) 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.

2.5.2 Technical and Financial evaluation:

For the award of this project, UNHCR has established evaluation criteria which governs the selection of offers received. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

- Technical Offer will be weighed at 70 points (or 70%)
- Financial Offer will be weighed at 40 points (or 30%)

The Technical offer will be evaluated using inter alia the following criteria and percentage distribution: **60%** from the total score, with a **minimum passing score of 42 points**.

Evaluation Factors
Mandatory
Valid Registration Documents / Certificate issued by the Ministry of Justice (Commercial Registration Department) Sudan.
Company Age Not less than 3 years from the date of registration / incorporation
Bidder confirms the acceptance of the following in writing and will be required to strictly adhere to; for the purpose the proposed contract.
UNHCR General Conditions of Contracts for Civil works (October 2000) (Annex F)
Scoring Criteria
Company's capacity to deliver in the proposed timeframe (0 - 10) marks
Technical methodology (0-30) marks
Workplan (0-15) marks
Relevant Experience of Firm (0-10) marks
Team Leader (0 - 5) marks
Researchers (social science) (0-5) marks
Availability of interpreter (0 or 5 marks)
Total Marks (70)

The Minimum Score to be considered technically compliant is 70 points out of max 42 technical points (60%). Proposals that score below 42 points will not be considered in the financial evaluation nor for the award of the contract.

2.5.3 The Financial offer will use the following percentage distribution: 40% from the total score.

The maximum number of points will be allotted to the lowest price offer that is opened and compared among those invited firms. All other price offers will receive points in inverse proportion to the lowest price, e.g., [total Price Component] x [US\$ lowest] \ [US\$ other] = points for other supplier's Price Component. 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.

2.6 SUBMISSION OF BID

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

Bids must be submitted 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 offers shall be clearly separated.

The Technical offer should be sent by E-mail ONLY to: SUDKHTO@unhcr.org

The Financial offer should be sent by E-mail ONLY to: 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 [8] 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: RFP/2022/10 Company ABC (email 1 of 3)

SUBMISSION OF OFFERS BY COURIER / POST OR HAND DELIVERY:

Attention:

THE SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS: REQUEST OF PROPOSAL NO: RFP/HCR/ROK/2022/10 FOR THE PROVISION OF DATA COLLECTION IN KHARTOUM, KASSALA AND GEDAREF FOR RESEARCH ON TRAFFICKING IN REFUGEE SETTINGS

UNHCR REPRESENTATION OFFICE, KHARTOUM-SUDAN, ALONG AHMED KHEIR STREET, 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: 20 October 2022 23:59 HRS SUDAN LOCAL 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 specifications.

2.7 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 the service.

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.

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this RFP 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 service and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR CIVIL WORKS (OCTOBER 2000)

Please note that the UNHCR General Conditions of Contracts for Civil works (October 2000) (**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.

2.10 ZERO TOLERANCE POLICY

Please note that UNHCR strictly follows zero tolerance policy and as such advise suppliers not to offer any gift, favor, hospitality, etc. to UNHCR staff.

Ibrahima Drame

Supply Officer

UNHCR Representation Office in Sudan

A handwritten signature in blue ink, appearing to be 'I. Drame', written over the typed name and title.



Annex A - Terms of Reference

Data collection for research on trafficking in refugee settings

I. Context and general requirements

Sudan is at the crossroads of mixed movements of refugees from east Africa towards North Africa and Europe. Refugees and migrants departing from countries such as Eritrea, Ethiopia, and Somalia usually cross Sudan before traveling onwards. Key migration hubs include Gedaref¹ and Kassala in the east, where people crossing from Eritrea or Ethiopia initially arrive, transiting in Khartoum as well as Dongola and Atbara in the north, along routes to Egypt or Libya.

Eastern Sudan remains a trafficking and smuggling flashpoint. According to the 2020 UNHCR Participatory Assessment, fear of kidnap, abduction, physical violence, and sexual harassment were common issues identified as protection risk among boys and men consulted in Shagarab camps. Similarly, Khartoum has been seeing increasing incidents of captivity and trafficking, with little to no police involvement to address them. Along the Northern State route, trafficking occurs in persons aiming to reach Libya or Egypt. Individuals deported from Libya into Sudan have been known to have immediate needs resulting from trafficking in Libya and remain at risk of revictimization in Sudan.

UNHCR has been working in Sudan with various stakeholders to ensure a protection-sensitive approach to mixed movements and to enhance the government response to human trafficking. Major stakeholders in addressing trafficking include the refugee community, the National Committee to Combat Human Trafficking (yet to be rolled out at state level), various UN agencies, Commissioner on Refugees (COR), the judiciary and MOI among others.

There is a large and growing body of literature which aims to contribute to understandings of how, where, and why trafficking in persons manifests, who it affects, and the actors involved. Currently available research highlights a range of exploitative practices people living in, and fleeing from crises and persecution may experience, yet, despite the most recent efforts to identify zones particularly at risk², there is still insufficiently nuanced data to understand the personal, situational, contextual, and structural risk factors and incidences of trafficking in persons as they affect asylum seekers, refugees, and stateless people.

UNHCR is currently working with UNODC on research to generate a common and shared understanding of (1) the forms of trafficking occurring in selected refugee settings (refugee camps and refugee-hosting urban areas), (2) the recruitment patterns and profile of perpetrators, (3) the risk factors that influence the vulnerability of refugees to trafficking, and (4) the protective factors that influence resilience to trafficking. This will also include an assessment of current responses to determine good practices and gaps. The findings of this research will be used to inform policy related to addressing trafficking in refugee settings.

UNHCR Sudan is seeking a qualified research organization to mobilize a team to undertake data collection for this research. At the Sudan level, the research is going to focus on one particular

¹ *The use of smugglers among Ethiopian refugees and migrants in Sudan*. UNODC- Mixed Migration Center, 2022. [online] Available at: <https://mixedmigration.org/wp-content/uploads/2022/05/233_Smugglers_Ethiopian_refugees_migrants_Sudan_Revised.pdf>

² *'On this journey, no one cares if you live or die.'* Abuse, protection, and justice along routes between East and West Africa and Africa's Mediterranean coast, UNHCR-Mixed Migration Centre, 2021. Healy, Claire (2019). *The Strength to Carry On: Resilience and Vulnerability to Trafficking and Other Abuses among People Travelling along Migration Routes to Europe*. Vienna: ICMPD.

route, starting in Eastern Sudan (Kassala, Gedaref) and moving onward into countries North of Sudan through the Northern State, in both camp settings and urban areas. Data collection tools will be offered to the team, and they will be trained on data entry using an established system. A largely qualitative research, Focus Group Discussions (FGDs) and Key Informant Interviews (KIIs) will be relied upon to collect data.

II. Description of services and deliverables

a. Expected outputs

Over a period of one month, the following will be expected from the research team:

- Translate the data collection tools from English to Arabic, if needed
- Schedule and plan for activities within the geographical areas and with the research participants.
- Enter data in a timely manner on KOBO, a data collection tool connected to UNHCR

b. Modality of delivery

Planning

The team is expected to consult with UNHCR on the required target group for the research, including the refugee community and all key stakeholders and to schedule visits and missions accordingly in Khartoum, Kassala and Gedaref, including refugee camps and urban areas.

While the research team is expected to have a good command of written and spoken English and Arabic, the data collection tools can be translated to Arabic at this stage by the research team if needed.

Data collection

Data collection will be in the form of Focus Group Discussions with the refugee community in different locations (possibly camp, settlement, and urban settings) as well as Key Informant Interviews with stakeholders from different areas including government and civil society actors engaged in addressing Trafficking in Persons.

To enable data collection, the research team should factor in their transportation costs to different areas where they will engage with refugees.

Collected data will be stored on the KOBO tool, connected to UNHCR servers, for use in further analysis.

Analysis

Analysis of the data will be conducted by UNHCR, and the research team will be asked to contribute their observations on the situation at the level of data entry.

Reporting

To finalize service delivery, the team will be asked to produce a narrative report containing their notes on implementation of the data collection exercise, highlighting their achievements, challenges and any observations that fall outside the scope of the report. In addition, the team should provide several examples of risk situations or reported cases, within a pre-specified parameter, to be used as case studies.

III. Scope of work

1) Geographical scope

UNHCR has an operational presence in Kassala, Gedaref and Khartoum. The operation also engages in coordination and collaboration on activities relating to persons of concern at the Northern State.

Data collection will cover direct interaction with refugees in Kassala, Gedaref and Khartoum, this includes a limited number of individuals who survived trafficking or who were in aggravated smuggling situations, persons with intentions of undertaking journeys towards other countries and their families. For Key Informant Interviews with other stakeholders, they should be covered remotely whenever possible, especially where it concerns the Northern State. UNHCR will support the identification of participants to the research.

2) Expected timeline (Tentative)

Activity	Potential delivery date
Finalizing team schedule	10 November 2022
Training to researchers on the use of KOBO	17 November 2022
Data collection	30 November 2022
Finalization of data entry and submission of report	31 December 2022

IV. Desirable attributes

- Established organization or research institute with trained researchers, preferably on conducting research in humanitarian settings.
- Presence in Sudan and authorization to undertake this type of data collection.
- Experience working with survivors of trauma and ability to adhere to strict ethical considerations in collecting data from victims within a survivor-centred approach.
- Suitable number of researchers to conduct data collection (preferably 3-4 researchers)
- Availability of a Tigrinya interpreter within the team.
- Research team with good command of written and spoken English and Arabic
- Technical requirements:
 - o To adhere to data collection on KOBO, the team should preferably possess tablets to be used in the recording of data. UNHCR can support the set up of KOBO on the tablets. UNHCR will only provide tablets as a last resort if the research team fits all the other criteria but do not have access to tablets within their organization.
 - o For remote KIIs, to have access to an appropriate computer with a suitable software to conduct online meetings and good connectivity.

V. Data collection policy

UNHCR's work is governed by the 2015 Policy on Data Protection (<http://www.refworld.org/pdfid/55643c1d4.pdf>). Prospective vendors will be obliged to abide by this policy without exception.

VI. Payment Modality:

No.	Description of payment	Service Description	Percentage payment
1	1 st interim payment	Inception Report (Finalizing team formation and data collection schedule)	20%
2	2 nd interim payment	Finalization of data Collection and data entry on KOBO	40%
3	3 rd interim payment	Submission of narrative report on implementation and examples of risk situations	40%



ANNEX B – FINANCIAL OFFER FORM : FOR THE PROVISION OF DATA COLLECTION IN KHARTOUM, KASSALA AND GEDAREF FOR RESEARCH ON TRAFFICKING IN REFUGEE SETTINGS RFP NO: RFP/HCR/ROK/2022/10.

QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):

THE PROPOSED DISCOUNTS WILL BECOME AN INTEGRAL PART OF YOUR BID SUBMISSION

PAYMENT TERMS: ACCEPTANCE OF UN PAYMENT TERMS (I.E. 30 DAYS NET FROM RECEIPT OF DOCUMENTS).

YES NO

BIDDERS' NAME:

S/N	Service Description	Price /Survey (USD)
1	Provision of data collection in Khartoum, Kassala and Gedaref for research on trafficking in refugee settings RFP NO: RFP/HCR/ROK/2022/10.	

NOTE:

1. Data Collection through focus group discussion 50 HH per location (Five focus groups) Plus six key informant interviews.
2. The Financial Proposal containing the final and all-inclusive total price offer (professional fees, all envisaged travel costs, living allowances, insurance, etc.) for the full range of services required, broken down into all major cost components associated with the services. The total price shall be in a fixed lump-sum amount, and milestone payments corresponding to outputs shall be indicated in the proposal.

Delivery Date required by UNHCR:

Proposed Delivery period upon UNHCR request

Validity of the offer:

PRICE QUOTED MUST BE EXCLUSIVE OF VAT

DATE: _____

NAME: _____

SIGNATURE: _____

IN THE CAPACITY OF: _____

DULY AUTHORIZED TO
SIGN BID FOR AND ON BEHALF OF: _____

OFFICIAL STAMP:

ANNEX C- Technical Evaluation Criteria

Technical Evaluation Matrix	
Evaluation Factors	Max Scores Allocated
Mandatory	
Valid Registration Documents / Authorization (0 or 10 Marks)	PASS/FAIL
Company Age Not less than 3 years from the date of registration / incorporation (0- or 10 Marks)	<i>(failing to meet a single mandatory criterion will result in disqualification of the contractor from further technical evaluation)</i>
Bidder confirms the acceptance of the following in writing and will be required to strictly adhere to; for the purpose the proposed contract. (0- or 10 Marks)	
UNHCR General Conditions of Contracts for Goods and services (October 2000) (Annex F)	
Supplier's Code of conduct (Annex G)	
Evaluation Factors	Max Scores Allocated
Technical qualifications (0-30) marks	<ul style="list-style-type: none"> - Previously undertaken research in humanitarian settings (10) - Proven experience conducting research with survivors of trauma (10) - Good command of written and spoken English and Arabic (10) Total= 30 Marks
Workplan (0-15) marks	Good detail work plan, realistic, efficient addressing TOR needs 15/15 Pts Satisfactory work plan provided 12/15 Pts Unsatisfactory work plan provided 6/15 Pts Information not provided 0/15 Pts Total= 15 Marks
Relevant Experience of Firm (0-10) marks	Total past assessments undertaken (Two mark for each project up to maximum 10 marks) Total= 10 Marks
Staff capacities	
Team Leader (0 - 5) marks	MSc Social Science + 3 years= 3 Marks Additional years of experience = 2 Marks Total=5 Marks
Researchers (social science) (0-5) marks	BSc Social Science + 3 years= 3 Marks MSc Social Science + 1 years=4 Marks Additional years of experience = 5 Marks Total=10 Marks
Availability of interpreter (0 or 5 marks)	
Total Marks (100)	

ANNEX D: BID DATA SHEET

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

DEADLINE FOR SUBMISSION OF BIDS	20 October 2022 at 23:59 HRS Sudan Local Time.	
SUBMISSION OF BIDS:	BIDS TO BE MARKED: UNHCR SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM	BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, EMAIL, POST OR COURIER ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM FOR THE PROVISION OF DATA COLLECTION IN KHARTOUM, KASSALA AND GEDAREF FOR RESEARCH ON TRAFFICKING IN REFUGEE SETTINGS <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:	90 DAYS	
PRICE VALIDITY PERIOD:	90 DAYS	
TERMS OF REFERENCE:	ALTERNATIVES TERMS OF REFERENCE SHALL NOT BE CONSIDERED	
DELIVERY SCHEDULE:	SET UP TIME: IN DAYS: DELIVERY TIME: IN DAYS:	
RETENTION MONEY:	Please note that a 5% of the total contract value will be kept as retention money for period of six months from the completion and handover of the site against defects and liabilities.	
RELEASE OF PERFORMANCE BOND OR BANK GUARANTEE	The performance bond or bank guarantee will be released upon the 100% completion of the works and upon the issuance of subsequent Substantial Completion of Services Certification by the UNHCR Project Manager.	
LIQUIDATED DAMAGES	The resulting contract from this tendering exercise MAY BE subject to the application of liquidated damages at the sole discretion of UNHCR and if deemed necessary.	
SUBCONTRACTING	UNHCR WILL HAVE TO APPROVE ANY SUBCONTRACTOR THAT THE CONTRACTOR INTENDS TO USE FOR THE EXECUTION.	
LANGUAGE OF THE BID:	ENGLISH	
REQUESTS FOR ADDITIONAL INFORMATION:	BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR QUERIES IN RESPECT OF THIS REQUEST FOR PROPOSAL TO BID BY E-MAIL TO: SUDKH-SU@unhcr.org BEFORE 13 October 2022 14:00 <u>HRS Sudan Local Time</u> (CUT-OFF DATE FOR QUERIES). UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.	
BID EVALUATION CRITERIA:	BIDS WILL BE EVALUATED BASED ON THE TECHNICAL EVALUATION CRITERIA prescribed in article " 2.6.2 Technical and Financial evaluation "	

Annex H: Calendar of Activities

Calendar of Activities			
S/No:	Action Description	Date	
		From	To
1	Tender available to vendors	02-October-2022	20-October 2022
2	Closing date for Queries	13-October-2022	
3	Closing date for Submission	20-October-2022	
4	Bid opening Date	23-October-2022	
5	Technical and Financial Evaluation	23-October-2022	26-October-2022
6	Approval of Contract	27-October-2022	01-November-2022
7	Issuance of Purchase order	02-November-2022	

Note :

The above dates are tentative and may vary from actual dates.