



UNHCR

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

DATE: 03 OCTOBER 2021

INVITATION TO BID: No. ITB/HCR/ROK/2022/007
FOR THE ESTABLISHMENT OF FRAME AGREEMENT FOR SUPPLY AND DELIVERY OF
STATIONERY ITEMS FOR UNHCR KHARTOUM OFFICE.

CLOSING DATE AND TIME: 17 OCTOBER 2021- 23:59 HRS.

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 17,324 people in more than 135 countries continues to help about 34 million persons. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

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 Stationery** as specified in **Annex A: Specifications**.

IMPORTANT:

Exact technical specifications of the items are detailed in **Annex A: Specifications** 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 requirements stated in our **Annex A: Specifications** have been specified 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 dependent on the actual requirements and funds available regulated by issuance of individual purchase order against the frame agreement.

UNHCR may award a Frame Agreement for the period of 1 (one) year potentially extendable for two years, the subject of supplier performance.

The successful bidder will be requested to maintain their quoted price model for the entire duration of the Frame Agreement.

Other United Nations Agencies, Funds and Programmes shall be entitled to the same prices and terms as those contained in the offers of the successful bidder and could form the basis for a service contract with other UN Agencies.

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: 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: UN Supplier's Code of conduct

Annex I: Calendar of activities

Annex J: Required Documents Check List.

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to buyer's e-mail SUDKH-SU@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 the deadline for receipt of questions is **the deadline for receipt of questions is 11:59 HRS on 12 OCTOBER 2021.**

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/2022/007 – 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: 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: UN Supplier's Code of conduct
Annex I: Calendar of Activities

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: 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:

Certificate of registration: the bidder shall provide a valid copy of the company's certificate of registration in Sudan.

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

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

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.

Financial standing: Audited financial statements or certified bank statements for the past two (2) years

Delivery lead term: The bidder shall provide the delivery lead time from the date of placing the order.

Previous experience: The bidder shall submit, a copy of at least 3 contracts, work orders, PO or reference letters on the letterhead of the clients, minimum for the last one year.
UNHCR reserves the right to check the provided references.

Vendor Registration Form: The bidder companies are required refill the form and send the signed copy.

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 in **US Dollar** only.

“All-or-none” basis: The bidder should propose all items. The supplier is supposed to provide all required items. A partial offer will not be accepted.

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 Khartoum Office. 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.

2.5 BID EVALUATION

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 (Delivery at Place) DAP UNHCR Khartoum Warehouse in Mayo Area
- Delivery time
- Availability all required company registration related documents
- Company's previous experience
- Financial standing

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. 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 offers shall be clearly separated.

The Technical and Financial offer 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 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/2022/007 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/2022/007 FOR ESTABLISHMENT OF FRAME AGREEMENT FOR THE
SUPPLY AND DELIVERY OF STATIONERY ITEMS 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: 12 October 2021 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.

2.7 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this ITB will be made in USD 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.

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

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**










02/10/2022

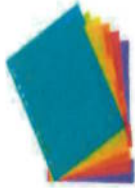








Annex A - TECHNICAL SPECIFICATION (SAMPLE PHOTOS)

NO	ITEM DESCRIPTION	Quantities	UOM	Picture (*)
1	A4 Note Pads- spiral - (100 page,60 gsm)or equivalent	1000	units	
2	A4 Papers (AA) - 80gm (white) - 80 gsm,2500 or equivalent	600	Box	
3	A5 Short Hand Note Pads- spiral - (100 page,60 gsm)or equivalent	900	units	
4	Battery Cells, Duracell type "A" or equivalent	1420	units	
5	Battery Cells, Duracell type "AAA" or equivalent	1020	units	
6	BIC Ball Pens Black/Blue/Red(Box)or equivalent	45	pcs	
7	Uniball Pen (Blue and Red)or equivalent	45	Pcs	
8	Montex Pen (Blue / Red / Black and Green)or equivalent	80	Pcs	



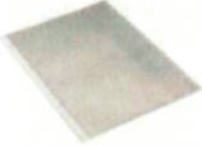




17	Citizen Calculater (14 digits),Good quality	210	pcs	
18	Carbon Papers (Pack) - Pelikan or equivelant	60	packs	
19	Clip Board	80	units	
20	Correction Pen	190	units	
21	Desk top Pencil Sharpeners	90	units	
22	Dispatch Books	330	units	
23	A3 Papers (AA) - 80gm (white)or equivelant	100	Box	
24	Envelope A3(with UNHCR Logo)	#VALUE!	packs	

33	Ink Pads	40	units	
34	Key Holders	400	units	
35	Cutter	40	units	
36	Letter Trays, various colours	260	units	
37	Manila Papers, various colours	150	units	
38	Office Ruler Transparent 12"	210	units	
39	Office Shredding Machine (Large - 20 paper)	28	units	
40	Office Shredding Machine (Medium - 15 paper)	6	units	

50	Plastic Dividers (for box files)	300	units	
51	Post It Pad (stickers- big)	1000	pads	
52	Post It Pad (stickers- medium)	1000	pads	
53	Registration Book	40	pcs	
54	Scissors (big)	210	pcs	
55	Scissors (small)	210	pcs	
56	Scotch Tape (small)	200	units	

64	Manila foloder - (A4)	300	Pcs	
65	Manila folder - (Legal size)	300	pcs	
66	Punch (single Hole)	60	units	
67	Punch (two Holes),Heavy duty	60	Pcs	
68	Punch (two Holes),medium size	210	Pcs	
69	Stapler (Large)	40	units	
70	Black board(pieces)	10	pcs	

79	Paper Tray (3 Layers)	260	Unit	
80	Permanent marker	300	Pcs	
81	Sticky highlight page marker	820	set	
82	Highlighter pen (Steadler)	840	Pcs	
83	white board marker	400	Pcs	
84	Pencil rubber	210	Pcs	
85	Envelope check size(with UNHCR Logo)	2500	packs	

93	Tape Dispenser for tape 18 mm	60	Pcs	
94	Plastic Folder U shape	600	packs	
95	U type perforated folder	550	packs	
96	Plastic Folder L shape	550	packs	
97	File one side clear A4 binder	150	packs	
98	Plastic sliding bar file folder	150	packs	
99	Plastic File wallet	260	packs	

107	Certificate paper,A4	500	unit	
108	Glossy photo papers	1000	unit	
109	Coated paper/ W: 0.914M / L: 30M	10	Roll	
110	Glossy paper/ W: 0.914M / L: 30M	10	Roll	

ANNEX (B)

**FINANCIAL PROPOSAL FORM ITB/HCR/ROK/2022/009 – ESTABLISHMENT OF FRAME
AGREEMENT FOR THE SUPPLY AND DELIVERY OF STATIONERY**

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

BIDDERSNAME:

	ITEM DESCRIPTION	Quantities	UOM	Unit Price in USD
1	A4 Note Pads- spiral - (100 page,60 gsm)or equivalent	1000	units	
2	A4 Papers (AA) - 80gm (white) - 80 gsm,2500 or equivalent	600	Box	
3	A5 Short Hand Note Pads- spiral - (100 page,60 gsm)or equivalent	900	units	
4	Battery Cells, Duracell type "A" or equivalent	1420	units	
5	Battery Cells, Duracell type "AAA" or equivalent	1020	units	
6	BIC Ball Pens Black/Blue/Red(Box)or equivalent	45	pcs	
7	Uniball Pen (Blue and Red)or equivalent	45	Pcs	
8	Montex Pen (Blue / Red / Black and Green)or equivalent	80	Pcs	
9	Box Files, Good Quality ,size 4cm black or equivalent (Brand Kent - thick board with durable stainless steel holder)	120	Box	
10	Box Files, Good Quality ,size 6cm black or equivalent (Brand Kent - thick board with durable stainless steel holder)	220	units	
11	Bull Clips (51 mm)	180	box	
12	Bull Clips (41 mm)	180	box	
13	Bull Clips (32 mm)	180	box	
14	Bull Clips (25mm)	340	Box	
15	Bull Clips (19mm)	340	box	
16	Bull Clips (15mm)	420	box	
17	Citizen Calculator (14 digits),Good quality	210	pcs	
18	Carbon Papers (Pack) - Pelikan or equivalent	60	packs	
19	Clip Board	80	units	
20	Correction Pen	190	units	
21	Desk top Pencil Sharpeners	90	units	
22	Dispatch Books	330	units	
23	A3 Papers (AA) - 80gm (white)or equivalent	100	Box	
24	Envelope A3(with UNHCR Logo)	100	packs	
25	Envelope A4(with UNHCR Logo)	100	packs	
26	Envelope A5(with UNHCR Logo)	100	packs	
27	Eraser (pencil) - 1X 50 pcs	100	packs	
28	Flip-Chart stand ,good quality	30	units	
29	Glue- bottles	100	bottles	
30	Glue - stick type	370	units	
31	Hand Sharpeners	210	units	
32	link for stamps	30	units	
33	Ink Pads	40	units	

34	Key Holders	400	units
35	Cutter	40	units
36	Letter Trays, various colors	260	units
37	Manila Papers, various colors	150	units
38	Office Ruler Transparent 12"	210	units
39	Office Shredding Machine (Large - 20 paper)	28	units
40	Office Shredding Machine (Medium - 15 paper)	6	units
41	Office Shredding Machine (small - 10 papers)	11	units
42	Paper Clips - 78mm Jumbo (large), packs -	550	packs
43	Paper Clips - 50mm (medium), packs	550	packs
44	Paper Clips - 33mm (small) , packs	700	packs
45	paper clip 28mm	700	Packs
46	Paper Folders (good quality)	500	units
47	Pen Holder	220	units
48	Pencils "Staedler" or equivalent (box) -0x of 50 pcs	200	packs
50	Plastic Dividers (for box files)	300	units
51	Post It Pad (stickers- big)	1000	pads
52	Post It Pad (stickers- medium)	1000	pads
53	Registration Book	40	pcs
54	Scissors (big)	210	pcs
55	Scissors (small)	210	pcs
56	Scotch Tape (small)	200	units
57	Staples ,Heavy duty (Kangaro)	600	boxes
58	Staples , medium size (Kangaro)	820	boxes
59	Staples Remover	210	units
60	Notice board pins	460	packs
61	White Board Cleaning Spray	70	pcs
62	Stapler (Medium) - Staedlar or Kangaro	210	units
63	Hanging file.	100	set
64	Manila folder - (A4)	300	Pcs
65	Manila folder - (Legal size)	300	pcs
66	Punch (single Hole)	60	units
67	Punch (two Holes),Heavy duty	60	Pcs
68	Punch (two Holes),medium size	210	Pcs
69	Stapler (Large)	40	units
70	Black board(pieces)	10	pcs
71	Black board duster (pieces)	10	pcs
72	White chalk (carton)	4	carton
73	Color chalk (carton)	4	carton
74	Exercise Book:English & Arabic (pieces) - 50 pages	200	pcs
75	Colors pencil	200	packs
76	Hand Sanitizer (Cleaning Liquid for Hand)	420	pcs
77	Notice Board (Medium (120m x 90)	70	Pcs
78	Invisible Ink	20	bottles
79	Paper Tray (3 Layers)	260	Unit
80	Permanent marker	300	Pcs
81	Sticky highlight page marker	820	set
82	Highlighter pen (Stadler)	840	Pcs

83	white board marker	400	Pcs
84	Pencil rubber	210	Pcs
85	Envelope check size(with UNHCR Logo)	2500	packs
86	Manuscript book blue 8mm A4	210	unit
87	Manuscript book blue 8mm A5	210	Unit
88	Desk organizer	110	unit
89	Scotch Tape 48mm,brown for cartoons	700	roll
90	Scotch Tape 48mm,Transparent	700	roll
91	Scotch Tape 18mm,Transparent	400	roll
92	Tape Dispenser for tape 48 mm	60	Pcs
93	Tape Dispenser for tape 18 mm	60	Pcs
94	Plastic Folder U shape	600	packs
95	U type perforated folder	550	packs
96	Plastic Folder L shape	550	packs
97	File one side clear A4 binder	150	packs
98	Plastic sliding bar file folder	150	packs
99	Plastic File wallet	260	packs
100	Box Files colored,	300	Pcs
101	Flipchart paper	300	unit
102	Flip chart stand	15	unit
103	Cash Rubber Band (Flex Bani)	60	packs
104	White board	60	unit
105	White magnetic board	520	unit
106	Wall Clock	20	unit
107	Certificate paper,A4	500	unit
108	Glossy photo papers	1000	unit
109	Coated paper/ W: 0.914M / L: 30M	10	Roll
110	Glossy paper/ W: 0.914M / L: 30M	10	Roll

Please note that the above-mentioned quantities are estimated quantities and UNHCR may not buy all the quantities.

Delivery Date Requested by UNHCR: Immediately

Delivery Date proposed by the supplier:

Warranty:

Validity of the offer:

Samples provided?

PRICE QUOTED MUST BE EXCLUSIVE OF VAT

Please declare how you are quantifying, in pairs, pc, dozen, set etc. in the column above.

DATE: _____

NAME: _____

SIGNATURE: _____

IN THE CAPACITY OF: _____

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

OFFICIAL STAMP:

ANNEX C: TECHNICAL EVALUATION CRITERIA

1	Valid copy of Commercial Registration Certificate from the relevant authorities in Sudan – Please submit the document.	Pass/Fail
2	UNHCR Vendor Registration Form Annex E – Please submit the signed & stamped Form	Pass/Fail
3	UNHCR General Conditions of Contracts for the Provision of Goods - July 2018 Annex F/G – Please submit the signed and stamped document.	Pass/Fail
4	UN Supplier’s Code of Conduct Annex H – Please submit the signed and stamped document.	Pass/Fail
5	Audited financial statement or certified bank statement for the past 2 years – Please submit the document.	Pass/Fail
6	Experience in the supply of <u>similar</u> products. Minimum 1 year - at least 2 Contracts, Work Orders, Purchase Orders or Reference Letters – Please submit the documents.	Pass/Fail
7	Offered products <u>shelf-life</u> is more than 3 years – Please confirm capability by signing, stamping, and submitting Annex A.	Pass/Fail
8	Delivery lead-time is within <u>7 days</u> from the date of placing the purchase order – Please confirm capability by signing, stamping, and submitting Annex A.	Pass/Fail
9	The offer conforms to required specifications as per Annex A – Please submit the attached softcopy of Annex A with pictures for the proposed quality.	Pass/Fail
10	Availability of <u>all</u> required items Annex A - Please confirm availability of all items by signing, stamping, and submitting Annex A.	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 HEREIN SHALL PREVAIL.

DEADLINE FOR SUBMISSION OF BIDS	FOR OF	17 October 2022, 2359 Hrs. (Sudan Standard Time) BIDS TO BE MARKED:		
SUBMISSION OF BIDS:	OF	<table border="1"> <tr> <td>SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM</td> <td> BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, EMAIL OR COURIER ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM INVITATION TO BID NO.: ITB/HCR/ROK/2022/007 FOR SUPPLY AND DELIVERY OF STATIONERY ITEMS FOR UNHCR KHARTOUM OFFICE Clearly Marked: NOT TO BE OPENED BY REGISTRY </td> </tr> </table>	SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM	BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, EMAIL OR COURIER ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM INVITATION TO BID NO.: ITB/HCR/ROK/2022/007 FOR SUPPLY AND DELIVERY OF STATIONERY ITEMS FOR UNHCR KHARTOUM OFFICE Clearly Marked: NOT TO BE OPENED BY REGISTRY
SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM	BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, EMAIL OR COURIER ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM INVITATION TO BID NO.: ITB/HCR/ROK/2022/007 FOR SUPPLY AND DELIVERY OF STATIONERY ITEMS FOR UNHCR KHARTOUM OFFICE Clearly Marked: NOT TO BE OPENED BY REGISTRY			
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		
SPECIFICATIONS:		FOR THE NEYWORK EQUIPMENT ALTERNATIVES, TO THE REQUESTED SPECIFICATIONS MAY BE CONSIDERED IF IT CONFIRMS TO THE PRESCRIBED QUALITY AND STANDARD		
DELIVERY SCHEDULE:		DELIVERY TIME: IN DAYS: WITHIN 7 DAYS FROM THE DATE OF PLACING ORDER.		
LANGUAGE OF THE BID:		ENGLISH		
BID SUBMISSION & SAMPLES		UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD KHARTOUM IF SAMPLES WILL BE REQUESTED IN THE PROCESS OF EVALUATION THE VENDORS WILL BE REQUIRED TO SUBMIT THEM AS SOON AS POSSIBLE.		
REQUESTS FOR ADDITIONAL INFORMATION:		BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR ENQUIRIES IN RESPECT OF THIS INVITATION TO BID BY E-MAIL TO: SUDKH-SU@unhcr.org BEFORE 1159 HRS on 12 October 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 1: CALENDER OF ACTIVITIES

Tentative Calendar of Activities			
S/No:	Action Description	Date	
		From	To
1	Tender available to vendors	03 October 2022	17 October 2022
2	Closing date for Queries	03 October 2022	12 October 2022
4	Closing date for Submission	-	17 October 2022
5	Bid opening Date	18 October 2022	20 October 2022
6	Technical and Financial Evaluation	20 October 2022	25 October 2022
7	Approval of Contract	26 October 2022	05 November 2022
8	Issuance of Purchase order	-	06 November 2022

ANNEX J: REQUIRED DOCUMENTS CHECKLIST

Please send this document as part of your technical offer.

Please confirm the submission of below required documents by ticking the box			Submitted (V - Pass)	Not Submitted (X - Fail)
1	Valid copy of Commercial Registration Certificate from the relevant authorities in Sudan – Please submit the document.	Pass/Fail		
2	Valid copy of Commercial Registration Certificate from the relevant authorities in Sudan – Please submit the document.	Pass/Fail		
3	UNHCR General Conditions of Contracts for the Provision of Goods - July 2018 Annex F/G – Please submit the signed and stamped document.	Pass/Fail		
4	UN Supplier’s Code of Conduct Annex H – Please submit the signed and stamped document.	Pass/Fail		
5	Audited financial statement or certified bank statement for the past 2 years – Please submit the document.	Pass/Fail		
6	Experience in the supply of <u>similar</u> products. Minimum 1 year - at least 2 Contracts, Work Orders, Purchase Orders or Reference Letters – Please submit the documents.	Pass/Fail		
7	Offered products <u>shelf-life</u> is more than 3 years – Please confirm capability by signing, stamping, and submitting Annex A.	Pass/Fail		
8	Delivery lead-time is within <u>7 days</u> from the date of placing the purchase order – Please confirm capability by signing, stamping, and submitting Annex A.	Pass/Fail		
9	The offer conforms to required specifications as per Annex A – Please submit the attached softcopy of Annex A with pictures for the proposed quality.	Pass/Fail		
10	Availability of <u>all</u> required items Annex A - Please confirm availability of all items by signing, stamping, and submitting Annex A.	Pass/Fail		

Supplier Name:

Supplier Stamp: