

DATE: 30 MARCH 2023

REQUEST FOR PROPOSAL: No.

RFP/HCR/ROK/20202023/004

FOR THE ESTABLISHMENT
OF A FRAME AGREEMENT FOR THE PROVISION OF VISIBILITY & PRINTING SERVICES FOR
UNHCR SUDAN OPERATIONS.

CLOSING DATE AND TIME: 30 APRIL 2023– 23:59 HRS SUDAN LOCAL TIME.

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 60 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, 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) in Sudan, invites qualified suppliers to make a firm offer for the establishment of Frame Agreement(s) for the provision of Visibility & Printing Services for UNHCR Sudan operations.

IMPORTANT:

The Terms of Reference (TOR) are detailed in Annex A of this document, and they are captured below.

UNHCR may award Frame Agreement(s) with initial duration of 2 (two) years, potentially extendable for a further period of 1 (one) year. The successful bidders will be requested to maintain their quoted price model for the duration of agreement.

Please note that the above requirements have been stated in order to enable bidders to have an indication of the projected activities. It doesn't represent a commitment that UNHCR will require all the services. The activities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against 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 bidders and could form the basis for a Frame Agreement with other UN Agencies.

IMPORTANT:

When a Frame Agreement is awarded, either party can terminate the agreement only upon 30 days' notice, in writing to the other party. The initiation of conciliation or arbitral proceedings in accordance with **article 19** "settlement of disputes" of the UNHCR General Conditions of Contracts for provision of Goods and Services shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

It is strongly recommended that this Request for Proposal and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Sub-Contracting: Please take careful note of article 5 of the attached General Terms and Conditions (Annex G).

Note: this document is not construed in any way as an offer to contract with your firm.

2. BIDDING INFORMATION

2.1. RFP DOCUMENTS

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

Annex A: Terms of Reference (TOR)

Annex B: Financial Offer Form.

Annex C: Technical Evaluation criteria.

Annex D: Bio Data Sheet

Annex E: Vendor Registration Form

Annex G: UNHCR General Conditions of Contracts for the Provision of Goods and Services – 2018

Annex H: Supplier's Code of conduct

2.2 ACKNOWLEDGMENT

We would appreciate your 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 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 this RFP by e-mail to SUDKH-SU@unhcr.org & copy sulimamo@unhcr.org. **The deadline for receipt of questions is 17 APRIL 2023 - 23:59 HRS.** Bidders are requested to keep all questions concise.

IMPORTANT:

Please note that Bid Submissions are **NOT** to be sent to the e-mail address above. Bid Submissions sent directly to the e-mail address above will result in disqualification of the offer.

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

EMAIL SUBJECT: RFP/HCR/ROK/2023/004 – 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

IMPORTANT:

Cancellation of Solicitation: UHCR reserves the right to cancel a Solicitation at any stage of the procurement process prior to final notice of award of a contract.

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.

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Annex G: UNHCR General Conditions of Contracts for the Provision of Goods and Services – 2018

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 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 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 Terms of Reference (TOR) of the services requested by UNHCR can be found in **Annex A**. Clearly state and disclose any discrepancies with the specifications given.

Your technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

- **Description of the company and the company's qualifications**

A description of your company with the following documents: company profile, registration certificate and last audit reports:

- Year founded.
- If multi location company, specify headquarters location.
- Number of similar and successfully completed projects.
- Number of similar projects currently underway.
- Total number of clients.

Include any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the services.

- **Understanding of the requirements for goods, services, proposed approach, solutions, methodology and outputs**

Any comments or suggestions on the TOR, as well as your detailed description of the manner in which your company would respond to the TOR:

- A description of your organization's capacity to provide the goods /services
- A description of your organization's experience in undertaking the

- requirements which are explicitly defined in Annex A(TOR).
- Compliance to the requirements stated on the TOR.

- **Proposed personnel to carry out the assignment**

The composition of the team you propose to provide.

- Curriculum Vitae of core staff.

- **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**).

If your company is already registered with UNHCR, please submit an empty Vendor Registration Form clearly indicating your UNHCR Vendor ID.

- **UNHCR General Conditions for Provision of Goods and Services:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods and Services by signing **Annex G**.

However, please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for Provision of Goods and Services.

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in US Dollars.

The financial offer must cover all the services to be provided (price "all inclusive") as stated in terms of Reference Annex A.

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.

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. 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. Any activity undertaken or expenses incurred in preparation of a contract before an actual contract is signed shall be borne by the Bidder. An advance notice or information of award is not to be considered as a contract.

UNHCR will not provide any advance payments or payments by letter of credit. The standard payment terms are by bank transfer net thirty (30) days after acceptance of contractor's invoice and delivery of the goods to the and/or acceptance by UNHCR of the services. Please make sure your offer currency is USD.

2.5 BID EVALUATION

Each proposal from a Bidder will be considered separately and independently. Bidders shall submit a complete proposal for each solicitation in which they wish to participate. References to previous or on-going proposals will be not considered. Award of a previous contract with UNHCR will not be considered in itself as a preference or guarantee for the award of future solicitations on the same subject.

2.5.1 Supplier Registration:

The qualified supplier(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.

Failure to provide the abovementioned documentation, might lead to disqualification.

2.5.2 Technical and Financial evaluation:

For the award of this project, UNHCR has established evaluation criteria which govern 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:

The **Technical offer** will be evaluated using inter alia the technical evaluation criteria attached in (**Annex C**) -in the different Lots provided and the percentage distribution is 70% from the total score:

The Technical offer score will be calculated according to the percentage distribution for the technical and financial offers.

The cut-off point for submissions to be considered technically compliant will be **(35% out of the 70%)**

The **Financial offer** will use the following percentage distribution: **30%** from the total score.

The financial component will be analyzed only for those suppliers that pass the technical evaluation.

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.

Clarifications of Proposals:

To assist in the examination, evaluation and comparison of proposals UNHCR may at its discretion ask the Bidder for clarification about the content of the proposal. The request for clarification and the response shall be in writing and no change in price or substance of the proposal shall be sought, offered or accepted.

2.6 SUBMISSION OF BID

The offers must bear your official letter head, clearly identifying your company. The bid 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 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 [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 No. **RFP/HCR/ROK/2023/004**

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/HCR/ROK/2023/004 Company ABC (email 1 of 3)

SUBMISSION OF OFFERS BY COURIER / POST OR HAND DELIVERY:

Attention:

TO: THE SECRETARY LOCAL COMMITTEE ON CONTRACTS
REQUEST FOR PROPOSAL NO: RFP/HCR/ROK/2023/004 FOR THE ESTABLISHMENT OF A FRAME
AGREEMENT FOR THE PROVISION OF VISIBILITY & PRINTING SERVICES FOR UNHCR SUDAN OPERATION.

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: 30 APRIL 2023 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 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 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.




2.8 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 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.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES - 2018

Please note that the General Conditions of Contracts for the provision of Goods and Services -2018 (**Annex G**) 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 A TERMS OF REFERENCE

Background

UNHCR, the UN Refugee Agency, is a global organisation dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless individuals. UNHCR has been operating in Sudan for more than 50 years in partnership with the Government of Sudan, the UN, NGOs and others.

UNHCR is seeking the services of a company to provide visibility & printing services for a range of products in Sudan. The service provider will produce high quality documents in English, Arabic and possibly other languages

Description of required services

Each year, UNHCR in Sudan designs and publishes external reports in both a hardcopy and online formats, with the objective of lending its voice to refugees and/or showcasing its work for the realization of their rights and their well-being.

UNHCR in Sudan also designs different visibility products ranging from t-shirts to posters, from coffee mugs to flags, stickers signboards, display panels, banners and plaques.

UNHCR in Sudan also has the need to produce stationery ranging from business cards to envelopes or folders.

For the above products and similar printing services, the UNHCR operation in Sudan is seeking a company to provide the following deliverables:

- Printing and delivery of printed products
- Layout and/or graphic design and delivery of different print-ready files, including in Design, as per the needs of the printer or use of the products
- User-friendly online versions of all the publications that are compatible with UNHCR's online environment.
- Visibility signboard and plaque for the offices and project site

Target Audience

The diverse range of external relationships/interactions includes:

- Partners – UN agencies, NGOs, innovation collaborations, etc.
- Government authorities
- Influencers
- Donors
- Suppliers
- Media
- UNHCR staff
- The interested public.

Requirements

The Contractor will be responsible for effectively and efficiently managing the visibility, printing, binding and delivery of the products, and ensuring the quality of the print version. The Contractor will have experience in managing similar print projects and will either have in-house printing capabilities or will outsource it to a quality printer for completion. The Contractor will be responsible for ensuring quality and delivery deadlines are met.

Structure of the Technical Proposal

The Technical Proposal should include, but not be limited to, the following:

- Detailed company profile
 - The nature of business and field of expertise

- Detailed Project Methodology
 - Describe how you will address/deliver the demands of the project
 - Providing a description of the essential performance characteristics






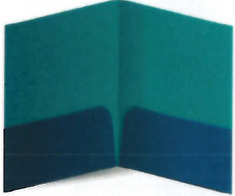



- Track Record
 - Identify clients for whom you have done similar work
 - Outline of similar projects











- Quality assurance mechanism and risk mitigation measures across the projec

- Printing capabilities (in-house or outsourced)
 - Provide qualifications and experience of printer
 - Describe how the printing will be effectively managed
 - Provide details of machines/equipment owned by the company or used through outsourcing

- Work samples
 - One samples from each item described below incl. a multipage booklet/brochure, a cloth and a different visibility item, such as a sticker











Please check below table for the PRINTING [SERVICES TECHNICAL SPECIFICATION](#)

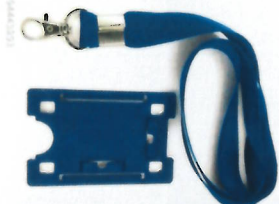





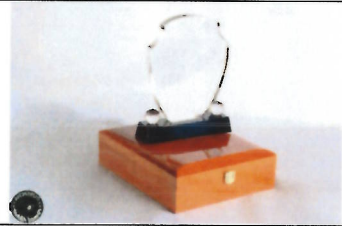
No	Item	Description	Minimum Qty.	Images
No	Item	Description	Minimum Qty.	Images
Stationery items				
1	Letterhead	Size A4, Paper 100 gm, Print 4x4	500	
2	A3 Envelope	Size A3, Paper 100 gm, Print 4x4	500	
3	A4 Envelope	Size A4, Paper 100 gm, Print 4x4	500	
4	A5 Envelope	Size A5, Paper 100 gm, Print 4x4	500	
5	D1 Envelope	Size 11x23cm, Paper 100 gm, Print 4x4	500	
6	Folder One-Fold	Size 23x32cm, Paper 300 gm, Print 4x4, Separate Pocket	500	
7	Folder Two-Fold	Size 23x32cm, Paper 300 gm, Print 4x4, Included Pocket	500	
8	Notebook	Size 17x24cm, Paper 80 gm, Print 4x4	100	
9	Note pad	Size A5, Paper 80 gm, Print 4x4	100	
10	Business Cards.	Size 9x5,5cm, Paper 300 gm, Digital Print One side, Box X100	100	
11	Business Cards.	Size 9x5,5cm, Paper 300 gm, Digital Print Two side, Box X100	100	


12	Stick Note	Size 6X6CM, Paper 80 gm, Box 100Pages	100	
13	Diary- Agenda	Size Min Ex, Paper 80 gm, Print 4x4, PU Cover	1000	
14	Diary- Agenda	Size A5, Paper 80 gm, Print 4x4, PU Cover	1000	
Office items				
13	Carbonic Booklet	Size A3, Paper 70 gm, Print 4x4, 1 Original + 2 Copy	10	
14	Carbonic Booklet	Size A4, Paper 70 gm, Print 4x4, 1 Original + 2 Copy	10	
15	Carbon Booklet	Size A5, Paper 70 gm, Print 4x4, 1 Original + 2 Copy	10	
16	Pristol Cards	Size A4, Paper 170 gm, Print 4x4, One side Print	1000	
17	Pristol Cards	Size A5, Paper 170 gm, Print 4x4, One side Print	1000	
18	Carbon Booklet	Size 13x21cm, Paper 70 gm, Print 4x4, 1 Original + 2 Copy	10	
19	Leflet	Size A4, Paper 200 gm, Print 4x4, Two side Print	1000	
20	Pamphlet	Size A4, Paper 250 gm, Print 4x4, Two side Print + folded	1000	
21	Flyer	Size A4, Paper 170 gm, Print 4x4, One side Print	1000	
22	Profile Booklet	24Pages, Size A4, Paper IN. 170+ Cover 250 gm, Print 4x4	500	
23	Magazine	24Pages, Size A4, Paper IN. 170+ Cover 250 gm, Print 4x4	500	

24	Annual Report	24Pages, Size A4, Paper IN. 170+ Cover 250 gm, Print 4x4	500	
25	whiteboard	Size A2, Ready Made	1	
26	whiteboard	Size A1, Ready Made	1	
Visibility items				
27	Polo T-Shirt	SELL, HIS, Sandhu, Embroidery/ Sublimation logo, UK size	50	
28	Round Nick T-Shirt, Short	SELL, HIS, Sandhu, Embroidery/ Sublimation logo, UK size	50	
29	Round Nick T-Shirt, Long	SELL, HIS, Sandhu, Embroidery/ Sublimation logo, UK size	50	
30	Bisball Cap	ACC Sport, Embroidery/ Sublimation logo, Adult size	50	
31	Safari Cap	AEmbroidery/ Sublimation logo, Adult size	48	
32	Apron	Screen print or Sublimation logo, Adult size	50	
33	Reflected Jacket	Screen print or Sublimation logo, Adult size	50	
34	Sleveless Jacket	Screen print or Sublimation logo, Adult size	50	

35	Coverall	Screen print or Sublimation logo, Adult size	50	
Stand and Digital items				
36	Roll Up	Full Body Aluminum, Glossy PVC material, Indoor print	1	
37	Rollup X	Full Body Aluminum, Glossy PVC material, Indoor print	1	
38	Banner Indoor	Size 1x1 m, Baneer material 320gm, Indoor print	1	
39	Banner Outdoor	Size 1x1 m, Baneer material 480gm, Out print	1	
40	Glossy Pvc	Size 1x1 m, Glossy PVC material, Indoor print	1	
41	Print & Cut	Size 1x1 m, Sticker Vinyl material, Indoor print	1	
42	Flags	Size 1x1 m, Sticker Vinyl Reflected material, Non print	1	
43	Blue fabric ribbon	should include a safety pin to attach it to the clothing	1	
Promotional items				
44	Mug	Glass material, UV Print	50	
45	Travel Bottle	Stanless Steel material, UV Print	50	
46	Tea Coasters	Silicon matrial, Sublimation print	100	
47	Pen	Plastic material, UV Print	100	

48	Key Chain	Metal material, Epoxy with print	300	
49	Wrestbands	Silicon material, UV Print	250	
50	Pen Holder	Plastic material, UV Print	100	
51	Wall Oclock	Plastic material, UV Print	100	
52	Mouse Bad	Silicon matrial, Sublimation print	100	
53	Bag	Paper material	100	
54	Bag	Non Wovan material	100	
55	Usb	16GB, Metal material, Engraving style	100	
General items				
56	Vouchers Booklet	Size 28x11cm, Paper 170 gm, Digital Print One side, 100 pcs.	10	
57	Id Cards	Size 8,85x5,42, PVC 600 gm, Digital Print Two side, Lamination	1	

58	Badge	PVC badge holder with Lanyard, Screen Print One color	100	
59	Posters	Size A1, Sticher paper, print 4x4	10	
60	Posters	Size A2, Sticher paper, print 4x4	10	
61	Posters	Size A4, Sticher paper, print 4x4	10	
62	Posters	Size A1, Glossy paper, print 4x4	10	
63	Posters	Size A2, Glossy paper, print 4x4	10	
64	Posters	Size A4, Glossy paper, print 4x4	10	
65	Desk Flipchart	Size A5, Art paper 200gm, print 4x4	50	
66	Desk Calinder	Size A5, Art paper 200gm, print 4x4	50	
67	Wall Calinder	Size 32X47cm, Art paper 200gm, print 4x4	50	
Gift items				
68	Wooden Plaque	Size A4, wooden material, wooden Box	1	
69	Wooden Plaque	Size A5, wooden material, wooden Box	1	
70	Cristal Plaque	Size A4, Cristal material, wooden Box	1	
71	Cristal Plaque	Size A5, Cristal material, wooden Box	1	
Framing items				
72	P.P Framing	Size A1, (PVC, MDF, Glossy pvc, Glass) material	1	
73	P.P Framing	Size A2, (PVC, MDF, Glossy pvc, Glass) material	1	

74	P.P Framing	Size A3, (PVC, MDF, Glossy pvc, Glass) material	1	
75	P.P Framing	Size A4, (PVC, MDF, Glossy pvc, Glass) material	1	
Stamp				
76	Laser Stamp	(round, square, rectangle, oval) 4~5 cm ^Ø , Laser Ink	1	
77	Ink Stamp	(round, square, rectangle, oval) 4~5 cm ^Ø , Water Ink	1	
78	Date Stamp	Rectangle 4~6 cm ^Ø , Water Ink	1	
79	Numbering Stamp	Seven digits, made of steel, self-inking	1	
Designing				
80	Infographic	Size A4, 4pages	1	
81	Annual Report	Size A4, 40 pages+ Cover Box	1	
82	Profile Company	Size A4, 40 pages+ Cover Box	1	
83	Catalogue	Size A4, 40 pages	1	
84	Magazine	Size A4, 40 pages	1	
85	Newsletter	Size A4, 8 pages	1	
86	Poster	Any Size	1	
87	flyer	Size A4	1	
88	leaflet and pamphlet	Size A4, two side	1	

IEC Material

IEC Material				
89	EPI Register	Size A3, Single copy 100 pages , Blue color binding	5	
90	OPD Register	Size A3, Single copy 200 pages , Blue color binding	5	
91	IPD Register	Size A3, Single copy 100 pages , Blue color binding	5	
92	Health Education Register	Size A3, Single copy 100 pages , Blue color binding	5	
93	Dispensary Register	Size A3, Single copy 100 pages , Blue color binding	5	
94	Mother Muac Approach	Size A4, 6 slip per page)Referrals slip(5	
95	Food Distribution Register	Size A3, Single copy 100 pages , Blue color binding	5	
96	Nutrition Screening Register	Size A3, Single copy 100 pages , Blue color binding	5	
97	Printing Of Laboratory	Size A3, Single copy 100 pages , Blue color binding	5	
98	PTP Register	Size A3, Single copy 100 pages , Yellow color binding	5	
99	Activity Logbook	Size A3, 100 pages 2 copy, carbonic, White color binding	5	
100	Supervision/Visit Logbook	Size A3, 100 pages 2 copy, carbonic, White color binding	5	
101	Anc Register	Size (33X67cm), Single copy 100 pages, Black color binding	5	
102	PNC (Infant) Register	Size (33X67cm), Single copy 100 pages, Black color binding	5	
103	PNC (Mother) Register	Size (33X67cm), Single copy 100 pages, Black color binding	5	
104	FP Register	Size (33X67cm), Single copy 100 pages, Black color binding	5	
105	Referral Register	Size (33X67cm), Single copy 100 pages ,Blue color binding	5	
106	Triage Register	Size (33X67cm), Single copy 200 pages ,Blue color binding	5	
107	Delivery Register	Size (33X67cm), Single copy 100 pages, Black color binding	5	
108	SFP Register-Children	Size (33X67cm), Single copy 100 pages, Green color binding	5	
109	IYCF Register	Size A4, Single copy 100 pages , Blue color binding	5	
110	SFP Register Plws	Size A4, Single copy 100 pages, Green color binding	5	
111	OTP Monthly Rep. Form	Size A4, 15 pages 2 copy, carbonic, Yellow color binding	5	
112	SFP Monthly Rep. Form	Size A4, 15 pages 2 copy, carbonic, Green color binding	5	
113	IYCF Monthly Rep.	Size A4, 100 pages 2 copy,	5	

	From	carbonic, Green color binding		
114	Nutrition Surveillance Weekly Formats	Size A4, 100 pages 2 copy, carbonic, White color binding	5	
115	Nutrition Surveillance Monthly Formats	Size A4, 100 pages 2 copy, carbonic, White color binding	5	
116	Community Feedback Register	Size A4, Single copy 100 pages, White color binding	5	
117	OTP Ration Card	Size A5, pink color, Two side print.	1000	
118	OTP Follow-Up Card	Size A4, pink color, Two side print.	1000	
119	TSFP Follow-Up Card U5	Size A4, Yellow color, One side print	1000	
120	TSFP Ration Card For U5	Size A5, Yellow color, One side print	1000	
121	TSFP Follow-Up Card Plws	Size A4, Yellow color, One side print	1000	
122	TSFP Ration Card For PLW.s	Size A5, Yellow color, One side print	1000	
123	Patient Prescription	Size A4, 100 pages, 6 tearable per page	1000	
124	Lab Request	Size A5, White color, One side print, 80 gm.	1000	
125	Referral Slip	Size A4, White color, One side print	1000	
126	EPI Child Leaflet Card	Size A3 Pink for girl & Blue for Boy, full color print	1000	
127	Patient Registration	Size A6, white color	1000	
128	Danger Signs In Children Poster	Size A1, Banner Material, Full color print.	10	
129	Danger Signs In Pregnancy Poster	Size A1, Banner Material, Full color print.	10	
130	Patient Chart Poster	Size A1, Banner Material, Full color print.	10	
131	Clinic Performance Indicator Sheet	Size A3 ,7 page as one package ,One side print.	10	
132	Clinic Inventory List Book For Long Term	Size A3, Booklet 8 pages, White Color	10	
133	Clinic Inventory List Book For Clinic Consumables	Size A3, Booklet 8 pages, White Color	10	
134	Community Feedback	Size A5, white color, One side print.	10	
135	Monthly Supervision Check List	Size A4 , Booklet 8 pages.	10	

136	CBFRM Iec Poster ,	Size A2, Sticher Material, Full color print.	10	
137	CBFRM Coc Awareness	Size A2, Sticher Material, Full color print.	10	
138	Suggestion Box Sticker	Size A3, Sticher Material, Full color print.	10	
139	Flip Chart	Calendar shape, Size A4, Paper 200gm, Printing Two side, Digital print, Spire wire, Binding Hard Cover	10	
140	Story Board	Booklet shape, Size A4, Paper 200gm, Printing Two side, Digital print, Spire wire, Binding clear plastic	10	

Detailed Technical Evaluation Matrix	
Evaluation Factors	Max Scores Allocated
Mandatory	
Company profile: Demonstrated capacity to perform necessary services by providing detailed company profile information and documentation, including below but not limited to the listed items:	
Valid Registration Documents / Certificate issued by competent authority	PASS/FAIL <i>(failing to meet a single mandatory criterion will result in disqualification of the contractor from further technical evaluation)</i>
Company Age Not less than 3 years from the date of registration / incorporation	
Minimum 2 years of experience in visibility & printing business	
3 or more positive client references provided	
samples delivered for all items incl. a multipage booklet/brochure, a cloth and a different visibility item, such as a sticker and signboards	
Bidder confirms the acceptance of the following in writing and will be required to strictly adhere to; for the purpose the proposed Farme Agreement. General Conditions of Contracts for the provision of Goods and Services -2018 (Annex E)	
Scoring Criteria	
Responsiveness (0 - 15) Marks	
Responsiveness to RFP (0-15) marks	Required Parameters: 1. Understanding of scope, and responsiveness to, UNHCR requirements. 2. Understanding of scope, objectives and completeness of response. 3. Overall concord between UNHCR requirements and the proposals.
	a. Full understanding of UNHCR requirements: the proposal made by the bidder is complete and is fully responsive based on above parameters = 15 b. To a larger extent understands UNHCR requirements and the proposal made by the bidder is complete and is mostly responsive based on above parameters = 9 c. Does not understand UNHCR requirements and the proposal made by the bidder is not complete and is not responsive based on above parameters = 0 Total= 15 Marks
Experience of Company (0-30) marks	
Range and depth of innovative design experience, quality of portfolio:	1. The company demonstrates ability in provision of innovative design and has the experience in offering quality products in printing portfolio = 15 Marks 2. The company demonstrates ability in provision of innovative design and has the experience in offering some of products in printing portfolio which largely meets the expected quality = 9 Marks
	3. The company neither has the ability in provision of innovative design nor has the experience in offering products in accordance with the expectations = 0 Marks Total= 15 Marks

ANNEX C – TECHNICAL EVALUATION CRITERIA - PRINTING SERVICES


Evaluation Factors	Max Scores Allocated
Experience working on similar projects, client references	1. The company has demonstrated experience in the provision of similar requirements to clients for which 3 references are provided in satisfactorily delivering the services = 15 Marks 2. The company has demonstrated some experience in the provision of similar requirements to clients for which a minimum of 2 references are provided in satisfactorily delivering the services = 9Marks 3. The company is unable to demonstrate its experience of working on similar projects and has not provided a minimum of 2 references = 0 Marks
Total= 15 Marks	
Quality (0-20) Marks	
Infographics and illustrations, quality and creativity of samples	1. The profile and samples provided by the company demonstrates its ability to provide all the requested items in the quality and standard expected by UNHCR in-line with its requirements = 20 Marks 2. The profile and samples provided by the company demonstrates its ability to provide all the requested items in a largely similar quality and standard expected by UNHCR in-line with its requirements = 12 Marks 3. The profile and samples provided by the company does not demonstrates its ability to provide all the requested items in a quality and standard expected by UNHCR in-line with its requirements = 0 Marks
Total= 20 Marks	
Quality insurance	1. Return and cancellation policy provided, including free re-work in case of justifiable quality problems, especially non-compliance with UNHCR brand book or colour palette = 5 Marks 2. Return and cancellation not policy provided and in-case of a re-work the company applies additional charges = 0Marks
Total= 5 Marks	
Client Services (0-15) Marks	
Client Services	1. The company proposes to offer a dedicated key account manager (English speaking) to UNHCR during business hours (9 am – 5 pm) during the period of frame agreement = 15 Marks 2. The company proposes to offer a shared account manager (English speaking) to UNHCR during business hours (9 am – 5 pm) during the period of frame agreement = 9 Marks 3. The company does not have the means to offer an account manager to UNHCR = 0 Marks
Total= 15 Marks	
Annual Turn over- (0-15) (within pervious five year)	Annual turnover up to USD 25,000 = 5 marks
	Annual turnover up to USD 50,000 = 10 marks
	Annual turnover up to USD 100,000 or above= 15 marks
Total=15 Marks	
Total Marks (100)	

ANNEX B: FINANCIAL OFFER FORM (LOT 1)

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

No	Item	Description	Minimum Qty.	Unit Price USD
 UNHCR				
Stationery items				
1	Letterhead	Size A4, Paper 100 gm, Print 4x4	500	
2	A3 Envelope	Size A3, Paper 100 gm, Print 4x4	500	
3	A4 Envelope	Size A4, Paper 100 gm, Print 4x4	500	
4	A5 Envelope	Size A5, Paper 100 gm, Print 4x4	500	
5	DI Envelope	Size 11x23cm, Paper 100 gm, Print 4x4	500	
6	Folder One-Fold	Size 23x32cm, Paper 300 gm, Print 4x4, Separate Pocket	500	
7	Folder Two-Fold	Size 23x32cm, Paper 300 gm, Print 4x4, Included Pocket	500	
8	Note Book	Size 17x24cm, Paper 80 gm, Print 4x4	100	
9	Note pad	Size A5, Paper 80 gm, Print 4x4	100	
10	Business Cards.	Size 9x5,5cm, Paper 300 gm, Digital Print One side, Box X100	100	
11	Business Cards.	Size 9x5,5cm, Paper 300 gm, Digital Print Two side, Box X100	100	
12	Stick Note	Size 6X6CM, Paper 80 gm, Box 100Pages	100	
13	Diary- Agenda	Size Min Ex, Paper 80 gm, Print 4x4, PU Cover	1000	
14	Diary- Agenda	Size A5, Paper 80 gm, Print 4x4, PU Cover	1000	
Office items				
13	Carbonic Booklet	Size A3, Paper 70 gm, Print 4x4, 1 Original + 2 Copy	10	
14	Carbonic Booklet	Size A4, Paper 70 gm, Print 4x4, 1 Original + 2 Copy	10	
15	Carbon Booklet	Size A5, Paper 70 gm, Print 4x4, 1 Original + 2 Copy	10	
16	Pristol Cards	Size A4, Paper 170 gm, Print 4x4, One side Print	1000	
17	Pristol Cards	Size A5, Paper 170 gm, Print 4x4, One side Print	1000	
18	Carbon Booklet	Size 13x21cm, Paper 70 gm, Print 4x4, 1 Original + 2 Copy	10	
19	Leflet	Size A4, Paper 200 gm, Print 4x4, Two side Print	1000	
20	Pamphlet	Size A4, Paper 250 gm, Print 4x4, Two side Print + folded	1000	
21	Flyer	Size A4, Paper 170 gm, Print 4x4, One side Print	1000	
22	Profile Booklet	24Pages, Size A4, Paper IN. 170+ Cover 250 gm, Print 4x4	500	
23	Magazine	24Pages, Size A4, Paper IN. 170+ Cover 250 gm, Print 4x4	500	
24	Annual Report	24Pages, Size A4, Paper IN. 170+ Cover 250 gm, Print 4x4	500	

25	whiteboard	Size A2, Ready Made	1	
26	whiteboard	Size A1, Ready Made	1	
Visibility items				
27	Polo T-Shirt	SELL, HIS, Sandhu, Embroidery/ Sublimation logo, UK size	50	
28	Round Nick T-Shirt, Short	SELL, HIS, Sandhu, Embroidery/ Sublimation logo, UK size	50	
29	Round Nick T-Shirt, Long	SELL, HIS, Sandhu, Embroidery/ Sublimation logo, UK size	50	
30	Bisball Cap	ACC Sport, Embroidery/ Sublimation logo, Adult size	50	
31	Safari Cap	AEmbroidery/ Sublimation logo, Adult size	48	
32	Apron	Screen print or Sublimation logo, Adult size	50	
33	Reflected Jacket	Screen print or Sublimation logo, Adult size	50	
34	Sleeveless Jacket	Screen print or Sublimation logo, Adult size	50	
35	Coverall	Screen print or Sublimation logo, Adult size	50	
Stand and Digital items				
36	Roll Up	Full Body Aluminum, Glossy PVC material, Indoor print	1	
37	Rollup X	Full Body Aluminum, Glossy PVC material, Indoor print	1	
38	Banner Indoor	Size 1x1 m, Baneer material 320gm, Indoor print	1	
39	Banner Out Door	Size 1x1 m, Baneer material 480gm, Out print	1	
40	Glossy Pvc	Size 1x1 m, Glossy PVC material, Indoor print	1	
41	Print & Cut	Size 1x1 m, Sticker Vinyl material, Indoor print	1	
42	Flags	Size 1x1 m, Sticker Vinyl Reflected material, Non print	1	
43	Blue fabric ribbon	should include a safety pin to attach it to the clothing	1	
Promotional items				
44	Mug	Glass material, UV Print	50	
45	Travel Bottle	Stanless Steel material, UV Print	50	
46	Tea Coasters	Silicon matrial, Sublimation print	100	
47	Pen	Plastic material, UV Print	100	
48	Key Chain	Metal material, Epoxy with print	300	
49	Wrestbands	Silicon material, UV Print	250	
50	Pen Holder	Plastic material, UV Print	100	
51	Wall Oclock	Plastic material, UV Print	100	
52	Mouse Bad	Silicon matrial, Sublimation print	100	

53	Bag	Paper material	100	
54	Bag	Non Wovan material	100	
55	Usb	16GB, Metal material, Engraving style	100	
General items				
56	Vouchers Booklet	Size 28x11cm, Paper 170 gm, Digital Print One side, 100 pcs.	10	
57	Id Cards	Size 8,85x5,42, PVC 600 gm, Digital Print Two side, Lamination	1	
58	Badge	PVC badge holder with Lanyard, Screen Print One color	100	
59	Posters	Size A1, Sticher paper, print 4x4	10	
60	Posters	Size A2, Sticher paper, print 4x4	10	
61	Posters	Size A4, Sticher paper, print 4x4	10	
62	Posters	Size A1, Glossy paper, print 4x4	10	
63	Posters	Size A2, Glossy paper, print 4x4	10	
64	Posters	Size A4, Glossy paper, print 4x4	10	
65	Desk Flipchart	Size A5, Art paper 200gm, print 4x4	50	
66	Desk Calinder	Size A5, Art paper 200gm, print 4x4	50	
67	Wall Calinder	Size 32X47cm, Art paper 200gm, print 4x4	50	
Gift items				
68	Wooden Plaque	Size A4, wooden material, wooden Box	1	
69	Wooden Plaque	Size A5, wooden material, wooden Box	1	
70	Cristal Plaque	Size A4, Cristal material, wooden Box	1	
71	Cristal Plaque	Size A5, Cristal material, wooden Box	1	
Framing items				
72	P.P Framing	Size A1, (PVC, MDF, Glossy pvc, Glass) material	1	
73	P.P Framing	Size A2, (PVC, MDF, Glossy pvc, Glass) material	1	
74	P.P Framing	Size A3, (PVC, MDF, Glossy pvc, Glass) material	1	
75	P.P Framing	Size A4, (PVC, MDF, Glossy pvc, Glass) material	1	
Stamp				
76	Laser Stamp)round, square, rectangle, oval) 4~5 cm ^Ø , Laser Ink	1	
77	Ink Stamp)round, square, rectangle, oval) 4~5 cm ^Ø , Water Ink	1	
78	Date Stamp	Rectangle 4~6 cm ^Ø , Water Ink	1	
79	Numbering Stamp	Seven digits, made of steel, self-inking	1	

Designing				
80	Infographic	Size A4, 4pages	1	
81	Anuual Report	Size A4, 40 pages+ Cover Box	1	
82	Profile Company	Size A4, 40 pages+ Cover Box	1	
83	Catalouqe	Size A4, 40 pages	1	
84	Magazine	Size A4, 40 pages	1	
85	News Letter	Size A4, 8 pages	1	
86	Poster	Any Size	1	
87	flyer	Size A4	1	
88	leaflet and pamphlet	Size A4, two side	1	
IEC Material				
89	EPI Register	Size A3, Single copy 100 pages , Blue color binding	5	
90	OPD Register	Size A3, Single copy 200 pages , Blue color binding	5	
91	IPD Register	Size A3, Single copy 100 pages , Blue color binding	5	
92	Health Education Register	Size A3, Single copy 100 pages , Blue color binding	5	
93	Dispensary Register	Size A3, Single copy 100 pages , Blue color binding	5	
94	Mother Muac Approach	Size A4, 6 slip per page)Referrals slip(5	
95	Food Distrubtion Register	Size A3, Single copy 100 pages , Blue color binding	5	
96	Nutrition Screening Register	Size A3, Single copy 100 pages , Blue color binding	5	
97	Printing Of Laboratory	Size A3, Single copy 100 pages , Blue color binding	5	
98	PTP Register	Size A3, Single copy 100 pages , Yellow color binding	5	
99	Activity Logbook	Size A3, 100 pages 2 copy, carbonic, White color binding	5	
100	Supervision/Visit Logbook	Size A3, 100 pages 2 copy, carbonic, White color binding	5	
101	Anc Register	Size (33X67cm), Single copy 100 pages, Black color binding	5	
102	PNC (Infant) Register	Size (33X67cm), Single copy 100 pages, Black color binding	5	
103	PNC (Mother) Register	Size (33X67cm), Single copy 100 pages, Black color binding	5	

104	FP Register	Size (33X67cm), Single copy 100 pages, Black color binding	5	
105	Referral Register	Size (33X67cm), Single copy 100 pages ,Blue color binding	5	
106	Triage Register	Size (33X67cm), Single copy 200 pages ,Blue color binding	5	
107	Delivery Register	Size (33X67cm), Single copy 100 pages, Black color binding	5	
108	SFP Register- Children	Size (33X67cm), Single copy 100 pages, Green color binding	5	
109	IYCF Register	Size A4, Single copy 100 pages , Blue color binding	5	
110	SFP Register Plws	Size A4, Single copy 100 pages, Green color binding	5	
111	OTP Monthly Rep. Form	Size A4, 15 pages 2 copy, carbonic, Yellow color binding	5	
112	SFP Monthly Rep. Form	Size A4, 15 pages 2 copy, carbonic, Green color binding	5	
113	IYCF Monthly Rep. From	Size A4, 100 pages 2 copy, carbonic, Green color binding	5	
114	Nutrition Surveillance Weekly Fromats	Size A4, 100 pages 2 copy, carbonic, White color binding	5	
115	Nutrition Surveillance Monthly Fromats	Size A4, 100 pages 2 copy, carbonic, White color binding	5	
116	Community Feedback Register	Size A4, Single copy 100 pages, White color binding	5	
117	OTP Ration Card	Size A5, pink color, Two side print.	1000	
118	OTP Follow-Up Card	Size A4, pink color, Two side print.	1000	
119	TSFP Follow-Up Card U5	Size A4, Yellow color, One side print	1000	
120	TSFP Ration Card For U5	Size A5, Yellow color, One side print	1000	
121	TSFP Follow-Up Card Plws	Size A4, Yellow color, One side print	1000	
122	TSFP Ration Card For PLW.s	Size A5, Yellow color, One side print	1000	
123	Patient Prescription	Size A4, 100 pages, 6 tearable per page	1000	
124	Lab Reguest	Size A5, White color, One side print, 80 gm.	1000	
125	Referral Slip	Size A4, White color, One side print	1000	
126	EPI Child Leaflet Card	Size A3 Pink for girl & Blue for Boy, full color print	1000	
127	Patient Registration	Size A6, white color	1000	

128	Danger Signs In Children Poster	Size A1, Banner Material, Full color print.	10	
129	Danger Signs In Pregnancy Poster	Size A1, Banner Material, Full color print.	10	
130	Patient Chart Poster	Size A1, Banner Material, Full color print.	10	
131	Clinic Performance Indicator Sheet	Size A3 ,7 page as one package ,One side print.	10	
132	Clinic Inventory List Book For Long Term	Size A3, Booklet 8 pages, White Color	10	
133	Clinic Inventory List Book For Clinic Consumables	Size A3, Booklet 8 pages, White Color	10	
134	Community Feedback	Size A5, white color, One side print.	10	
135	Monthly Supervision Check List	Size A4 , Booklet 8 pages.	10	
136	CBFRM Iec Poster ,	Size A2, Sticher Material, Full color print.	10	
137	CBFRM Coc Awareness	Size A2, Sticher Material, Full color print.	10	
138	Suggestion Box Sticker	Size A3, Sticher Material, Full color print.	10	
139	Flip Chart	Calendar shape, Size A4, Paper 200gm, Printing Two side, Digital print, Spire wire, Binding Hard Cover	10	
140	Story Board	Booklet shape, Size A4, Paper 200gm, Printing Two side, Digital print, Spire wire, Binding clear plastic	10	

BIDDERS NAME:

DATE: _____

NAME: _____

SIGNATURE: _____

IN THE CAPACITY OF: _____

DULY AUTHORIZED TO _____

SIGN BID FOR AND ON BEHALF OF:

Official Stamp of The Company:

ANNEX D: BID DATA SHEET

THE FOLLOWING SPECIFIC DATA FOR THE GOODS AND 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	FOR OF	30 APRIL 2023, 1159 Hrs. (Sudan Standard Time) BIDS TO BE MARKED:
		<p>SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM</p> <p><u>BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, EMAIL OR COURIER</u></p> <p>ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM</p> <p>REQUEST FOR PROPOSAL NO: RFP/HCR/ROK/2023/004 FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR THE PROVISION OF VISIBILITY & PRINTING SERVICES FOR UNHCR SUDAN OPERATIONS.</p> <p><u>Clearly Marked: NOT TO BE OPENED BY REGISTRY</u></p>
LATE SUBMISSION OF OFFERS:		<p>OFFERS SHOULD BE SUBMITTED IN GOOD TIME TO BE RECEIVED BY CLOSING DATE AND TIME.</p> <p>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.</p>
BID VALIDITY PERIOD:		180 DAYS
PRICE VALIDITY PERIOD:		180 DAYS
SPECIFICATIONS:		KINDLY NOTE THAT FOR THE SERVICE THE REQUESTED SPECIFICATIONS MAY BE CONSIDERED IF IT CONFIRMS TO THE PRESCRIBED QUALITY AND STANDARD
DELIVERY SCHEDULE:		DELIVERY TIME: IN DAYS:
LANGUAGE OF THE BID:		ENGLISH
BID SUBMISSION		UNHCR REPRESENTATION OFFICE SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD KHARTOUM.
REQUESTS FOR ADDITIONAL INFORMATION:	FOR	<p>BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR ENQUIRIES IN RESPECT OF THIS REQUEST FOR PROPOSAL BY E-MAIL TO: SUDKH-SU@unhcr.org & COPY sulimamo@unhcr.org BEFORE 1159 HRS on 17 APRIL 2023 (CUT-OFF DATE FOR QUERIES).</p> <p>UNHCR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.</p>

