

DATE: 14th February 2021

REQUEST FOR PROPOSAL: NO. RFP/HCR/ROK/2020/004

FOR THE ESTABLISHMENT OF A SERVICE CONTRACT FOR THE ESTABLISHMENT OF A SERVICE CONTRACT FOR THE PROVISION OF CUSTOMS CLEARANCE, HANDLING AND FORWARDING SERVICES OF IMPORT AND EXPORT CARGO FOR UNHCR SUDAN OPERATIONS..

CLOSING DATE AND TIME: SUN 14th March 2021 – 23:59 HRS SUDAN STANDARD 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 7,685 people in more than 125 countries continues to help about 34 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. RFP INFORMATION

The Office of the United Nations High Commissioner for Refugees (UNHCR) Sudan operations, invites qualified in customs clearance and forwarding services companies to make a firm offer for the establishment of a service contract for provision of customs clearance, handling and forwarding services of import and export cargo for UNHCR Sudan Operations which should be Submitted in terms of Separate Lots as highlighted below:

Lots	Description
1	CUSTOMS CLEARANCE, HANDLING AND FORWARDING SERVICES FOR SEA CARGO
2	CUSTOMS CLEARANCE, HANDLING AND FORWARDING SERVICES FOR AIR CARGO

Bidders May apply for One or more Lots as stated depending on the capacity of their company. UNHCR shall evaluate each of the two (2) Lots and make an award based on each Lots performance.

UNHCR may award the service contract with initial duration of 2 (two) years, potentially extendable for a further period of 1 (one) year and for maximum of three years. The successful bidders will be requested to maintain their quoted price model for the duration of the Service contract.

Please note that the requirements stated in our **Terms of Reference, Annex A** 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 fully utilize services. Duration 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 Programmed 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 (RFP) 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 F**.

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: Technical Evaluation Criteria
- Annex C: Financial Offer Forms (C1 and C2)
- Annex D: Bid Data Sheet
- Annex E: Vendor Registration Form
- Annex F: UNHCR General Conditions of Contracts for the Provision of Services – 2018
- Annex G: UNHCR Supplier's Code of Conduct
- Annex H: Calendar of activities

2.2 ACKNOWLEDGEMENT

We would appreciate it 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
- 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 with CC: gusakov@unhcr.org. **The deadline for receipt of questions is on 7th March 2021 23:59 HRS Sudan Standard Time.** Bidders are requested to keep all questions concise.

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.

EMAIL SUBJECT: RFP/HCR/ROK/2021/004 – QUERY

UNHCR will reply to the questions received as soon as possible to each participating bidder shortly after query deadline **7th March 2021 - 23:59 HRS.**

IMPORTANT:

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

2.4 YOUR OFFER

IMPORTANT:

Cancellation of Solicitation: UHCR reserves the right to cancel any 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.

The following annexes form integral part of this Request for proposal.

Annex A: Terms of Reference (TOR)

Annex B: Technical Evaluation Criteria

Annex C: Financial Offer Forms (C1 and C2)

Annex D: Bid Data Sheet

Annex E: Vendor Registration Form

Annex F: UNHCR General Conditions of Contracts for the Provision of Services – 2018

Annex G: UNHCR Supplier's Code of Conduct

Annex H: 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 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 technical details of the required services listed in Annex A, Terms of Reference (ToRs) for Customs clearing and forwarding of Air and Sea Cargo.

Technical Proposal 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, the company's qualifications and capacity

- Company registration documents;
- Company Profile: List of key personnel and their qualifications; The organization structure or organizational chart; Company's offices location (Khartoum and Port Sudan);
- The list of the current clients (companies/organizations);
- Financial reports for the last three years.

Company's approach in provision requested services

- Work plans describing the modalities of provision of the services.

Past experience

- Participating companies should provide the details of their prior experience with companies/organizations in provision of the similar services (letters of reference and etc.) for the last three years.

- Any other information that will facilitate evaluation of company's substantive reliability, financial and managerial capacity to provide the requested services.
- The below administrative documentation should be also included in the Technical offer:
 - **Vendor Registration Form: Duly completed Vendor Registration Form, Annex E.**
 - **UNHCR General Conditions for Provision of Services:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Services by signing Annex F.
 - **UN Supplier's Code of conduct:** Your technical offer should contain your acknowledgement of UNHCR General Conditions for provision of goods by signing Annex G.

However, please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for Provision of 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"). If no financial offer is received, the bid shall be automatically disqualified.

The Financial Offer is to be submitted as per financial offer form Annex C. 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 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. 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 Service provider 's invoice and delivery and acceptance by UNHCR of the services.

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 not be 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 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 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:

- Technical Offer will be weighed at 60 points (or 60%)
- Financial Offer will be weighed at 40 points (or 40%)

IMPORTANT:

Failure to submit a valid registration certificate as legal entity will lead to disqualification.

The **Technical Proposal** will be evaluated using inter alia the following criteria and percentage distribution: 60% points equal to a total of 100 technical marks.

Offer that score lower than 60 technical marks of the maximum score of 100, and that equal 36% points of 60% weight of Technical Offer, shall not be considered as technically compliant and shall not be financially evaluated.

Only offers that score 'PASS' for all Mandatory criteria are qualified for further technical evaluation.

Evaluation Factors	
Mandatory - Pass and Fail	
Valid Registration Documents. Certificates/licenses issued by competent authority	
The company registration date of a minimum three years before the tender deadline	
Bidder confirms the acceptance of the following in writing and will be required to strictly adhere to; for the purpose of the proposed contract. Annex F: UNHCR General Conditions of Contracts for the provision of and Services -2018 Annex G: UN Supplier's Code of conduct	
Scoring Criteria	
The company's qualifications and capacity	Company's organizational structure (0-10) marks
	Company's experience in custom clearance and forwarding services' business in years (0-20) marks
	Current number of clients of similar to UNHCR size (0-15) marks
	Company has offices in Khartoum and Port Sudan (0-10) marks
	Annual Turnover (0-15) marks
Proposal Work Plan and Approach	General understanding by the bidder of the requested services (0-10 marks)
	Clear presentation of the approach (0-5 marks)
Past experience	Company has experience of the provision of custom clearance services to at least one UN agency or INGO (0-5)
	Positive reference letters from the clients (0-10)
Total Marks - 100	
Passing Marks 60 out of 100	

The **financial offer** will use the following percentage distribution: **40%** points 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 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 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 10 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/HCR/ROK/2021/004 Company ABC (email 1 of 3)

SUBMISSION OF OFFERS BY COURIER / POST OR HAND DELIVERY:

Attention:

TO: THE SECRETARY LOCAL COMMITTEE ON CONTRACTS UNHCR REPRESENTATION OFFICE KHARTOUM-SUDAN.

REQUEST FOR PROPOSAL NO: **RFP/HCR/ROK/2021/004 FOR THE ESTABLISHMENT OF A SERVICE CONTRACT FOR THE PROVISION OF SEAPORT & AIRPORT CUSTOMS CLEARANCE AND FORWARDING SERVICES FOR UNHCR SUDAN**

UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD KHARTOUM

IMPORTANT TO NOTE: The submission is based on two envelop system separating the technical and financial offer;

The outer envelope should be containing two inner envelopes as described below:

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

IMPORTANT:

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

Deadline: Sunday, 14th March 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 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 SERVICES - 2018

Please note that the General Conditions of Contracts for the provision of Services -2018, **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.

The seal of the United Nations High Commissioner for Refugees (UNHCR) is visible in the background. It features a globe in the center, surrounded by the text "UNITED NATIONS" at the top and "HIGH COMMISSIONER FOR REFUGEES" at the bottom. The number "6" is also present in the seal.
Yurii Husakov
Associate Supply Officer
UNHCR Representation Office in Sudan

ANNEX A: Terms of Reference (ToRs)**THE PROVISION OF CUSTOMS CLEARANCE, HANDLING AND FORWARDING SERVICES OF IMPORT AND EXPORT CARGO FOR UNHCR SUDAN OPERATIONS.**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Representation in Khartoum, seeks eligible bidders registered in Sudan to provide custom clearance, cargo handling and forwarding services on behalf of UNHCR Sudan.

The Contractor shall provide full clearing, handling, and forwarding services as and when requested by UNHCR Sudan in its capacity as an accredited clearing and forwarding company. The scope of the services shall include the following:

1. Customs clearance, handling and forwarding services of both inbound and outbound UNHCR consignments including staff belongings (Personal Effects) in the Khartoum international airport.
2. Customs clearance, handling and forwarding services of both inbound and outbound UNHCR consignments including staff belongings (Personal Effects) in the Port Sudan and other points of entry /exit if any.
3. Handling, forwarding of transit inbound and outbound UNHCR consignments to a final destination in Sudan such as:
For air cargo:
 - a. from Khartoum airport to UNHCR Khartoum warehouse
 - b. from Khartoum airport to UNHCR El Geneina warehouse
 - c. from Khartoum airport to UNHCR Kassala warehouse
 - d. from Khartoum airport to UNHCR Gadaref warehouse

For sea cargo:

- a. from Port Sudan to UNHCR Khartoum warehouse
 - b. from Port Sudan to UNHCR El Geneina warehouse
 - c. from Port Sudan to UNHCR Kassala warehouse
 - d. from Port Sudan to UNHCR Gadaref warehouse
 - e. from Port Sudan to UNHCR El Fashir warehouse
 - f. from Port Sudan to UNHCR El Daien warehouse
 - g. from Port Sudan to UNHCR El Obeid warehouse
 - h. from Port Sudan to UNHCR El Nyala warehouse
 - i. from Port Sudan to UNHCR Kosti warehouse
4. The Contractor shall deliver the consignments at the respective destinations in good condition and take all necessary precautions of care to the consignment (s) under his responsibility. The Contractor shall assume full responsibility of the consignment (quantity, condition, and integrity) in his custody or that of his employees, agents or sub agencies.
 5. All missing or damaged items and any spillage or leakage during the period of clearance and transportation, will be under the Contractor's responsibility. This will be debited against the Contractor invoices based on the market value of items under clearance at the final destination or at source value, whichever is greater. The value at destination is calculated by adding all transportation related costs to the value of the commodity at the source.
 6. Damaged/missing items shall be identified by UNHCR and/or its supply officer or/and designated consignee and recorded on the transport waybill which has to be signed by both, the Contractor and consignee/receiving party. The Contractor shall not be obliged to load damaged cargo, unless expressly requested by UNHCR, in writing and agreed to by the Contractor.
 7. The Contractor shall assign an experienced Account manager/focal point who will be responsible for the communication with UNHCR. He/She provides reports on the status of the consignments, progress of the services provision and etc.
 8. UNHCR reserve the right to request at any time during the term of the Frame Agreement to assign additional personnel or replace any of the Contractor's designated dealing with UNHCR shipment.

9. The Contractor, in addition to custom clearance, handling and forwarding services, will, on behalf of UNHCR, represent and/or negotiate with relevant authorities on issues that don't require the presence of a UNHCR representative. This can include but not limited to:
- Presentation and tracking of approved exemption letters with the Customs.
 - Processing of export permit and related licenses.
 - Other freight related services as may be required.

Note: -

You must clearly indicate on the attached format both your minimum and or normal rates per activity for all activities listed. Exclusion of an activity may result in exclusion of your response from the evaluation process. Give as much information as possible for each item of quote.

Annex B: Technical Evaluation Criteria

Technical Evaluation Matrix	
Mandatory	
Valid Registration Documents / Certificate issued by competent authority	PASS/FAIL
The company registration date of a minimum three years before the tender deadline	PASS/FAIL
Bidder confirms the acceptance of the following in writing and will be required to strictly adhere to; for the purpose the proposed contract.	PASS/FAIL
Annex F: General Conditions of Contracts for the provision of and Services -2018	
Annex G: Supplier's Code of conduct	
<i>failing to meet a single mandatory criterion will result in disqualification of the Service provider from further technical evaluation</i>	

Scoring Criteria		
Criteria	Sub-criteria	Technical Marks distribution
The company's qualifications and capacity	Company's organizational structure (0-10) marks	The company has a well-defined organizational structure – 10 marks
		Company has a minimal organizational structure – 6 marks
		Company has no organizational structure – 0 marks
	Company's experience in custom clearance business in years (0-20) marks	More than 10 years – 20 marks
		6-10 years – 10 marks
		3-5 years – 5 marks
	Current number of clients (companies/organizations) of similar to UNHCR size (0-15) marks	More than 20 clients – 15 marks
		10 - 19 clients – 10 marks
		Less than 10 clients – 5 marks
	Company has offices in Khartoum and Port Sudan (0-10) marks	Company has offices in both cities – 10 marks
Company has offices on one of the cities – 5 marks		
Company have no offices in the cities (works through subsidiaries) – 0 marks		
Annual Turnover for previous three last years (0-15) marks	Above 200,00 – 15 marks	
	up to USD 200,000 - 10marks	
	up to USD 100,000 - 5 marks	
Proposal Work Plan and Approach	General understanding by the bidder of the requested services (0-10 marks)	The bidders offer is complete and fully responsive to RFP requirements and ToR – 10 marks
		The bidders offer is not fully responsive to RFP requirements and ToR – 5 marks
	Clear presentation of the approach (0-5 marks)	The bidder provided the clear vision of the services provision – 5 marks
		The bidder did not provide the description of the services provision modalities – 0 marks
Company's past experience	Company has experience of the provision of custom clearance services to at least one UN agency or INGO (0-5)	The bidder has experience of the provision of custom clearance services to at least one UN agency or INGO – 5 marks
		The bidder has no experience of the provision of custom clearance services to at least one UN agency or INGO – 0 marks
	Positive reference letters from the clients (0-10)	7 or above positive references from the clients - 10 marks
		3-6 positive references from the clients - 7 marks
		1-2 positive references from the clients - 3 marks
	no references are provided - 0 marks	

ANNEX D: BID DATA SHEET

THE FOLLOWING SPECIFIC DATA FOR THE SERVICE TO BE UNDERTAKEN 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	14 th March 2021, 2359 Hrs (Sudan standard Time) BIDS TO BE MARKED:	
SUBMISSION OF BIDS:	SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM	<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/2020/004 - FOR THE ESTABLISHMENT OF A SERVICE CONTRACT FOR THE PROVISION OF CUSTOMS CLEARANCE, HANDLING AND FORWARDING SERVICES OF IMPORT AND EXPORT CARGO FOR UNHCR SUDAN OPERATIONS.</p> <p><u>Clearly Marked: NOT TO BE OPENED BY REGISTRY</u></p>
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	
SPECIFICATIONS:	RFP/HCR/ROK/2021/004 - FOR THE ESTABLISHMENT OF A SERVICE CONTRACT FOR THE PROVISION OF CUSTOMS CLEARANCE, HANDLING AND FORWARDING SERVICES OF IMPORT AND EXPORT CARGO FOR UNHCR SUDAN OPERATIONS.	
LANGUAGE OF THE BID:	ENGLISH	
BID SUBMISSION & SAMPLES	<p><u>THE HAND DELIVERY TO BE SUBMITTED TO:</u> UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD KHARTOUM.</p> <p><u>EMAIL SUBMISSION TO:</u> THE TECHNICAL OFFER SHOULD BE SENT TO: SUDKHTO@UNHCR.ORG THE FINANCIAL OFFER SHOULD BE SENT TO: SUDKHFO@UNHCR.ORG</p>	
REQUESTS FOR ADDITIONAL INFORMATION:	<p>BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR ENQUIRIES IN RESPECT OF THIS REQUEST FOR PROPOSAL BY E-MAIL TO: SUDKH-SU@UNHCR.ORG ON OR BEFORE MONDAY 7th MARCH 2021 AT 2359 HRS (CUT-OFF DATE FOR QUERIES). UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.</p>	

ANNEX H - CALENDER OF ACTIVITIES

Tentative Calendar of Activities			
S/No:	Action Description	Date	
		From	To
1	Tender available to vendors	14-Feb-21	14-Mar-21
2	Closing date for Queries	14-Mar-21	14-Mar-21
4	Closing date for Submission		14-Mar-21
5	Bid opening Date	15-Mar-21	16-Mar-21
6	Technical and Financial Evaluation	17-Mar-21	24-Mar-21
7	Approval of Contract	25-Mar-21	5-Apr-21
8	Issuance of Purchase order		06-Apr-21