



**UNHCR**

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

DATE: 01<sup>st</sup> March 2021

**INVITATION TO BID: No. ITB/HCR/ROK/2021/003**  
**FOR THE ESTABLISHMENT OF FRAME AGREEMENT FOR SUPPLY AND DELIVERY OF**  
**ASSORTED STATIONERY FOR UNHCR KHARTOUM OFFICE**

**CLOSING DATE AND TIME: 24<sup>th</sup> MARCH 2021- 23:59 HRS.**

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**INTRODUCTION TO UNHCR**

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

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 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>.

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**1. ITB INFORMATION**

**REQUIREMENTS**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sudan Operations, invites qualified suppliers to make a firm offer for (s) **for Supply and Delivery of 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 depend 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

**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](mailto: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](mailto:SUDKH-su@unhcr.org) the deadline for receipt of questions is **The deadline for receipt of questions is 11:59 HRS on 18<sup>th</sup> March 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/2021/003 – 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 with a competent regulatory body where it is registered.

**Country of Origin:** The technical offer shall state the country in which the supplier is registered as well as the country and place of manufacture of the products.

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

**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

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

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

**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.

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

**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.

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

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

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

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

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

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

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

Signed, stamped and completed **Financial Offer Form**. Your separate Financial offer must in a single currency in **US Dollar** only.

**"All-or-none" basis:** The bidder should propose all items. The supplier is supposed to provide the 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 Warehouse in Mayo Area. Any quantity or other discounts (e.g. volume discounts) shall be clearly stated.

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

UNHCR is exempt from all direct taxes and customs duties. With this regard, price has to be given without VAT. You are requested to hold your offer valid for **180** days from the deadline for submission. UNHCR will make its best effort to select a company within this period. The pricing model quoted in the Supplier's offer will remain valid till the delivery of the items to UNHCR. UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

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

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## **2.5 BID EVALUATION**

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### **2.5.1 Supplier Registration:**

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

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

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

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

### 2.5.2 Technical evaluation and Financial evaluation:

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

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

- Compliance with the established UNHCR specifications
- Availability of all required items (**All or none basis**) e.g. a supplier offers part of the items listed in the requirements while some items are missing in such case the offer will not be considered
- Unit cost DAP (Delivery at Place) DAP UNHCR Khartoum Warehouse in Mayo Area
- Delivery time
- Availability all required company registration related documents
- Availability of certificates
- Company's previous experience
- Financial standing
- Warranty

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

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

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## 2.6 SUBMISSION OF BID

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

The Bid must be sent in the following manner:

**By e-mail:**

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

The Technical and Financial 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](mailto:SUDKHTO@unhcr.org)

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

It is your responsibility to verify that all e-mails/documents have been received properly before the deadline. Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of 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: ITB/2021/003 Company ABC (email 1 of 3)

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**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/2021/003 FOR ESTABLISHMENT OF FRAME AGREEMENT FOR THE  
SUPPLY AND DELIVERY OF STATIONERY 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: Monday 24<sup>th</sup> March 2020 23:59 HRS Sudan Standard Time.**

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

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

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

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

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

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

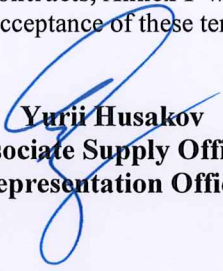
Please note that UNHCR is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles,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

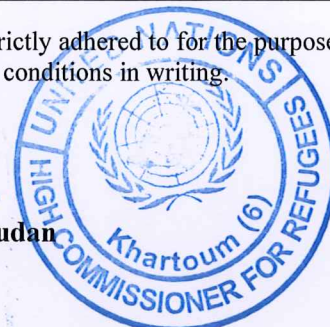
## **2.7 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS**

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.







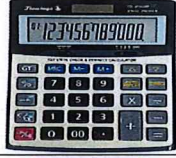




  
**Yuri Husakov**  
Associate Supply Officer  
UNHCR Representation Office in Sudan



ANNEX B: SPECIFICATIONS

**FOR THE SUPPLY AND DELIVERY OF ASSORTED STATIONERY FOR UNHCR KHARTOUM OFFICE ITB NO: ITB/HCR/ROK/2021/003.**

<b>Product Description</b>	<b>UOM</b>	<b>Average annual needs</b>	<b>Approximate image</b>
A4 Note Pads Spiral 100-page, 60 gsm	unit	100	
A4 Paper (white) 80 gsm, 2500 (5*500) sheets box or equivalent	box	100	
A5 Shorthand Note Pads Spiral 100 page, 60 gsm	unit	200	
"AA" Alkaline Battery Duracell or equivalent	unit	200	
"AAA" Alkaline Battery Duracell or equivalent	units	500	
Ball Pens (Black/Blue/Red) Box of 50 pcs BIC or equivalent	box	50	
Rollerball Pens (Blue/Red) Uni-ball or equivalent	pcs	1000	
Montex Mega Top Ball Pen (Blue/Red/Black/Green) or equivalent	pcs	600	
Box Files, Good Quality Size 4cm black	box	15	
Box Files, Good Quality Size 8cm black	unit	40	

Bull Clips (51 mm) Box of 12 pcs	box	100	
Bull Clips (41 mm) Box of 12 pcs	box	200	
Bull Clips (32 mm) Box of 12 pcs	box	150	
Bull Clips (25mm) Box of 12 pcs	box	13	
Bull Clips (19mm) Box of 12 pcs	box	15	
Bull Clips (15mm) Box of 12 pcs	box	10	
Calculator (14 digits) Good Quality	pcs	100	
Carbon Papers A4 size Pack, 100 sheets Pelikan or equivalent	pack	100	
Clip Boards	unit	100	
Correction Pens	unit	100	
Desk top Pencil Sharpeners	unit	50	

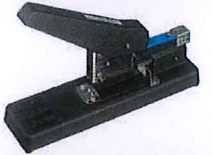
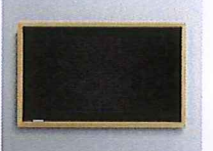


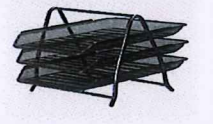


Dispatch Books Stiff cover 46 pages Dimensions 8'' x 5''	units	100	
A3 Papers (AA) - 80gm (white) Pack of 500 sheets Double A or equivalent	units	1000	
Envelope A4 with UNHCR Logo	pcs	2000	
Envelope A3 with UNHCR Logo	pcs	1000	
Envelope A5 with UNHCR Logo	pcs	1000	
Pencils with eraser	pcs	500	
Paper glue in bottles	bottle	100	
Glue stick for paper	unit	100	
Hand Sharpeners	unit	100	





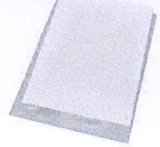





Ink for stamps	unit	50	
Ink Pads	unit	50	
Key Holders	unit	200	
Stationery knife	unit	50	
Letter Trays A4, various colours	unit	100	
Color paper Pack 100 sheets (various colors)	pack	100	
Office Ruler Transparent 12"	unit	100	
Paper A4 Shredder, 20-Sheet Cross-Cut Paper	unit	50	
Paper A4 Shredder, 15-Sheet Cross-Cut Paper	unit	50	
Paper A4 Shredder, 10-Sheet Cross-Cut Paper	unit	50	
Paper Clips - 78mm jumbo (large) Pack of 50 pcs	pack	400	

Paper Clips 50 mm (medium) Pack of 100 pcs	Pack	400	
Paper Clips 33mm (small) Pack of 100 pcs	Pack	400	
Paper Clip 28mm (small) Pack of 100 pcs	Pack	300	
Paper Folders (good quality)	unit	1000	
Pen Holder	units	300	
Pencils Box of 50 pcs Staedtler or equivalent	Pack	100	
Plastic Dividers (for box files)	Pack	400	
Post It Pad (stickers - big)	Pads	200	
Post It Pad (stickers - medium)	pads	300	
Registration Book Size 10-1/2" x 8-1/2" Large book with 112 pages records 1,568 entries with 14 entries per page. With fields for the date, name, address, time and remarks of every visitor With cover	pcs	100	
Scissors (big)	pcs	100	
Scissors (small)	pcs	100	

Scotch Tape (small)	unit	100	
Staples 24/6 heavy duty	box	200	
Staples 23/8	boxes	300	
Staples Remover	units	200	
Notice board pins Pack	pack	200	
White Board Cleaning Spray	pcs	50	
Stapler (Medium)	units	200	
Hanging file	set	300	
Manila folder A4	pcs	200	
Manila folder Legal size	pcs	100	
Punch Single hole	unit	50	
Punch Two holes Heavy duty	pcs	100	

Punch Two holes Medium size	pcs	100	
Stapler Large	unit	50	
Black board 120 x 90	pcs	50	
Black board duster (pieces)	pcs	50	
White chalk (carton)	carton	100	
Color chalk (carton)	carton	100	
Exercise Book Arabic 50 pages	pcs	300	
Color pencil Box of 12 pcs	packs	50	
Hand Sanitizer (Cleaning Liquid for Hand) 500ml	pcs	100	
Notice Board Medium (120m x 90)	pcs	100	
Invisible Ink 250 ml	bottle	50	
Paper Tray (3 Layers)	unit	150	

Permanent marker (various colors)	pcs	400	
Highlighter pen (various colors)	pcs	400	
Sticky highlight page marker	set	400	
White board marker (various colors)	pcs	500	
Pencil rubber	pcs	50	
Envelope check size (with UNHCR Logo)	pcs	1000	
Manuscript book blue 8mm, A4	unit	500	
Manuscript book blue 8mm, A5	unit	500	
Desk organizer	unit	100	
Scotch Tape 48mm x 66m Brown for cartons	roll	100	

Scotch Tape 48mm x 66m Transparent	roll	100	
Scotch Tape 18mm x 20m Transparent	roll	100	
Tape Dispenser for tape 48 mm	pcs	50	
Tape Dispenser for tape 18 mm	pcs	50	
Plastic Folder U shape Pack of 100 pcs	pack	500	
U type perforated folder Pack of 100 pcs	pack	200	
Plastic Folder L shape Pack of 12 pcs	pack	150	
File one side clear A4 binder Pack 10 pcs	pack	200	
Plastic sliding bar file folder Pack of 10 pcs	pack	200	
Plastic File wallet	pcs	150	

Box Files colored 8 cm	Pcs	150	
Box Files colored 4 cm	Pcs	150	
Flipchart paper with holes Pack of 25 sheets	pack	200	
Flip chart metallic tripod with clip 70x100cm	unit	50	
Cash Rubber Band (Flex Bani)	pack	50	
Magnetic Board Pin	pcs	200	
White magnetic board 120x90	unit	50	

\* approximate image of the items

### UNHCR requirements:

- **Delivery lead time from the date of placing the order: within 7 days**
- **Warranty: minimum 12 months**
- **Products shelf life: not less than 3 years**



**ANNEX B: FINANCIAL OFFER FORM**









**FOR THE SUPPLY AND DELIVERY OF ASSORTED STATIONERY FOR UNHCR KHARTOUM OFFICE ITB NO: ITB/HCR/ROK/2021/003.**









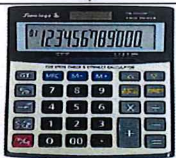


**QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):**

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**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


Item Description	UOM	Qty	Picture (*)	Unit Price (USD) DAP, UNHCR Khartoum Office	Total Price (USD) DAP, UNHCR Khartoum Office
A4 Note Pads- spiral - (100- page,60 gsm) or equivalent	unit	1			
A4 Papers (AA) - 80gm (white) - 80 gsm, 2500 (5*500) sheets box or equivalent	box	1			
A5 Shorthand Note Pads- spiral - (100 page,60 gsm) or equivalent	unit	1			
"AA" Alkaline Battery Duracell or equivalent	unit	1			
"AAA" Alkaline Battery Duracell or equivalent	units	1			
Ball Pens (Black/Blue/Red) Box 50 pcs BIC or equivalent	box	1			
Rollerball Pens (Blue/Red) Uni-ball or equivalent	pcs	1			
Montex Mega Top Ball Pen or equivalent (Blue/Red/Black/Green)	pcs	1			

Box Files, Good Quality, size 4cm black or equivalent	box	1			
Box Files, Good Quality, size 8cm black or equivalent	unit	1			
Bull Clips (51 mm) Box, 12 pcs	box	1			
Bull Clips (41 mm) Box, 12 pcs	box	1			
Bull Clips (32 mm) Box, 12 pcs	box	1			
Bull Clips (25mm) Box, 12 pcs	box	1			
Bull Clips (19mm) Box, 12 pcs	Box	1			
Bull Clips (15mm) Box, 12 pcs	box	1			
Calculator (14 digits), Good Quality	pcs	1			
Carbon Papers A4 size Pack 100 sheets Pelikan or equivalent	pack	1			
Clip Boards	unit	1			






Correction Pens	unit	1			
Desk top Pencil Sharpeners	unit	1			
Dispatch Books Stiff cover 46 pages Dimensions 8'' x 5''	units	1			
A3 Papers (AA) - 80gm (white) Pack 500 sheets Double A or equivalent	units	1			
Envelope A4 with UNHCR Logo	pcs	1			
Envelope A3 with UNHCR Logo	pcs	1			
Envelope A5 with UNHCR Logo	pcs	1			
Pencils with eraser	pcs	1			
Paper glue in bottles	bottle	1			
Glue stick for paper	unit	1			

Hand Sharpeners	unit	1			
Ink for stamps	unit	1			
Ink Pads	unit	1			
Key Holders	unit	1			
Stationery knife	unit	1			
Letter Trays A4, various colours	unit	1			
Color paper, pack 100 sheets (various colors)	pack	1			
Office Ruler Transparent 12"	unit	1			
Paper A4 Shredder, 20-Sheet Cross-Cut Paper	unit	1			
Paper A4 Shredder, 15-Sheet Cross-Cut Paper	unit	1			
Paper A4 Shredder, 10-Sheet Cross-Cut Paper	unit	1			





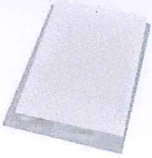

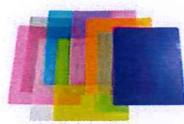



Paper Clips - 78mm jumbo (large), pack of 50 pcs	pack	1			
Paper Clips 50 mm (medium), pack of 100 pcs	pack	1			
Paper Clips 33mm (small), pack of 100 pcs	pack	1			
Paper Clip 28mm (small), Pack of 100 pcs	v	1			
Paper Folders (good quality)	unit	1			
Pen Holder	units	1			
Pencils, box of 50 pcs Staedtler or equivalent	packs	1			
Plastic Dividers (for box files)	units	1			
Post It Pad (stickers- big)	pads	1			
Post It Pad (stickers- medium)	pads	1			
Registration Book Size 10-1/2" x 8-1/2" Large book with 112 pages records 1,568 entries with 14 entries per page. With fields for the date, name, address, time and remarks of every visitor With cover	pcs	1			
Scissors (big)	pcs	1			

Scissors (small)	pcs	1			
Scotch Tape (small)	unit	1			
Staples, 24/6 heavy duty	box	1			
Staples, 23/8	boxes	1			
Staples Remover	units	1			
Notice board pins, pack	pack	1			
White Board Cleaning Spray	pcs	1			
Stapler (Medium)	units	1			
Hanging file	set	1			
Manila folder - (A4)	pcs	1			
Manila folder - (Legal size)	pcs	1			
Punch (single Hole)	unit	1			

Punch (two Holes) Heavy duty	pcs	1			
Punch (two Holes), medium size	pcs	1			
Stapler (Large)	unit	1			
Black board (pieces) 120 x 90	pcs	1			
Black board duster (pieces)	pcs	1			
White chalk (carton)	carton	1			
Color chalk (carton)	carton	1			
Exercise Book Arabic (pieces) - 50 pages	pcs	1			
Colours pencil 12 pcs	packs	1			
Hand Sanitizer (Cleaning Liquid for Hand) 500ml	pcs	1			
Notice Board (Medium (120m x 90)	pcs	1			
Invisible Ink, 250 ml	bottle	1			

Paper Tray (3 Layers)	unit	1			
Permanent marker, various colors	pcs	1			
Highlighter pen, various colors	pcs	1			
Sticky highlight page marker	set	1			
White board marker, various colors	pcs	1			
Pencil rubber	pcs	1			
Envelope check size (with UNHCR Logo)	pcs	1			
Manuscript book blue 8mm A4	unit	1			
Manuscript book blue 8mm A5	unit	1			
Desk organizer	unit	1			
Scotch Tape 48mm x 66m, brown for cartons	roll	1			



Scotch Tape 48mm x 66m, Transparent	roll	1			
Scotch Tape 18mm x 20m, Transparent	roll	1			
Tape Dispenser for tape 48 mm	pcs	1			
Tape Dispenser for tape 18 mm	pcs	1			
Plastic Folder U shape (100 Pcs)	pack	1			
U type perforated folder 100 pcs)	pack	1			
Plastic Folder L shape (12 Pcs)	pack	1			
File one side clear A4 binder (pack 10 pcs)	pack	1			
plastic sliding bar file folder (10pcs)	pack	1			
Plastic File wallet	pcs	1			

Box Files colored (8 cm)	Pcs	1			
Box Files colored (and 4 cm)	Pcs	1			
Flipchart paper with holes, 25 sheets pack	pack	1			
Flip chart metallic tripod with clip (70x100cm)	unit	1			
Cash Rubber Band (Flex Bani)	pack	1			
Magnetic Board Pin	pcs	1			
White magnetic board 120x90	Unit	1			

\* approximate image of the items

**Validity of the offer: 180 days**

**Delivery lead time from the date of placing the order:**

**Warranty:**

**PRICE QUOTED MUST BE EXCLUSIVE OF VAT**

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**IN THE CAPACITY OF:** \_\_\_\_\_

**DULY AUTHORIZED TO SIGN BID FOR AND ON BEHALF OF:** \_\_\_\_\_

**OFFICIAL STAMP:**

**ANNEX C: TECHNICAL EVALUATION CRITERIA**

**FOR THE SUPPLY AND DELIVERY OF ASSORTED STATIONERY FOR UNHCR KHARTOUM  
OFFICE ITB NO: ITB/HCR/ROK/2021/003.**

1	Valid Registration document issued by a competent regulatory body of Country of Origin	Pass/Fail
2	UNHCR General Conditions of Contracts for the Provision of Goods - July 2018 acknowledged (signed) and submitted (Annex F or Annex G)	Pass/Fail
3	UN Supplier's Code of conduct acknowledged (signed) and submitted (Annex H)	Pass/Fail
4	Vendor Registration From: The bidder's company was established no less than three (3) years ago from the closing date of the tender.	Pass/Fail
5	The bidder's offer covers 100% of required items as per Annexes A and B (All or none basis)	Pass/Fail
6	Specifications of offered products conform to required specifications as per Annex-A	Pass/Fail
7	A copy of the internationally recognized or equivalent quality certificate of the manufacturing company (like ISO etc. and/or quality certificate issued by the authorized State Quality Certification Agency of the country of manufacture) and a copy of a quality certificate for the finished product are submitted.	Pass/Fail
8	Proposed products shelf life is more than 3 years	Pass/Fail
9	The bidder's offer clearly states the packing and labelling options (e.g. weight, volume, etc.) professional packing in case if required to be sent outside Khartoum, plus list of contents on each carton	Pass/Fail
10	Audited financial statements or certified bank statements for the past 2 years are submitted	Pass/Fail
11	The proposed delivery lead term is within 7 days from the date of placing the order.	Pass/Fail
12	Defects and liability period with terms of warranty for minimum 12 months is provided	Pass/Fail
13	At least 3 contracts, work orders, PO or reference letters on the letterhead of the clients confirming the experience in the supply of stationery for the last year are submitted.	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	<b>Monday 24 March 2021, 2359 Hrs. (Sudan Standard Time)</b> BIDS TO BE MARKED:
SUBMISSION OF BIDS:	OF	<p><b>SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM</b></p> <p><b>BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, EMAIL OR COURIER</b></p> <p><b>ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM</b></p> <p><b>INVITATION TO BID NO.: ITB/HCR/ROK/2021/003</b></p> <p><b>FOR SUPPLY AND DELIVERY OF STATIONERY FOR UNHCR KHARTOUM OFFICE</b></p> <p><b>Clearly Marked: NOT TO BE OPENED BY REGISTRY</b></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:		180 DAYS
PRICE VALIDITY PERIOD:		180 DAYS
WARRANTY:		A MINIMUM OF ONE YEAR WARRANTY MUST BE PROVIDE (DULY FILLED SIGNED AND STAMPED - WARRANTY CARD MUST BE ANNEXED TO THE FINAL INVOICE FOR THE RELEASE OF THE PAYMENT)
SPECIFICATIONS:		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:
LANGUAGE OF THE BID:		ENGLISH
BID SUBMISSION & SAMPLES		<b>UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD KHARTOUM</b> <b>IF SAMPLES WILL BE REQUESTED IN THE PROCESS OF EVALUATION THE VENDORS WILL BE REQUIRED TO SUBMIT THEM AS SOON AS POSSIBLE.</b>
REQUESTS FOR ADDITIONAL INFORMATION:		BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR ENQUIRIES IN RESPECT OF THIS INVITATION TO BID BY E-MAIL TO: <a href="mailto:SUDKH-SU@unhcr.org">SUDKH-SU@unhcr.org</a> BEFORE 1159 HRS on Thursday 18 <sup>th</sup> March 2021 ( <b>CUT-OFF DATE FOR QUERIES</b> ). UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.

**ANNEX I: CALENDER OF ACTIVITIES**

Tentative Calendar of Activities			
S/No:	Action Description	Date	
		From	To
1	Tender available to vendors	01-Mar-21	24-Mar-21
2	Closing date for Queries	01-Mar-21	18-Mar-21
4	Closing date for Submission		24-Mar-21
5	Bid opening Date	25-Mar-21	26-Mar-21
6	Technical and Financial Evaluation	27-Mar-21	31-Mar-21
7	Approval of Contract	01-Apr-21	07-Apr-21
8	Issuance of Purchase order		08-Apr-21