



UNHCR

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

DATE: 31st May 2021

INVITATION TO BID: No. ITB/HCR/ROK/2021/008
FOR THE ESTABLISHMENT
OF A FRAME AGREEMENT FOR THE PROVISION OF TRANSPORTATION SERVICES TO UNHCR OPERATION IN
SUDAN.

CLOSING DATE AND TIME: 21st June 2021-23:59 HRS SUDAN STANDARD TIME.

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR) 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 six 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 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. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sudan Operations, invites qualified suppliers to make a firm offer for the provision of Transportation Services (Passenger & Cargo) **between various routes in Sudan for UNHCR's operation in Sudan as specified in and are referred to hereinafter as Annex C and Annex D Financial Offer.**

IMPORTANT:

Exact transport routes to be covered in your offer are detailed in **Annex C & D** of this document.

UNHCR may award Frame Agreement(s) for an initial duration of **two (2) years, potentially extendable for an additional one (1) year, with maximum Frame Agreement(s) duration of three (3) years.** The successful bidders will be requested to maintain their bid prices for the entire duration of the Frame Agreement(s).

The estimated annual requirement of UNHCR is 1,400 Passenger buses and 600 trucks for the routes listed in Annex C and D of this ITB.

Bidders can submit their offer by CATEGORIES (i.e. Passengers, Cargo or both) and by LOTS (Lots 1-10 for Passengers & Lots 11-20 for Cargo). It is however important that the offers **MUST BE** complete for all routes per lot in-order to be considered as compliant for the purpose of evaluation. (All or None basis per lot). Incomplete offers per lot will be considered as disqualified at the stage of financial evaluation.

IMPORTANT: Award decision will be made on an all or nothing basis per lot.

Please note that the figures have been stated 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 the service. Quantities may vary and will be dependent on the actual requirements and funds available regulated by issuance of individual purchase order against the frame agreement.

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:

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When a Frame Agreement 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 19** "settlement of disputes" of the UNHCR General Conditions of Contracts for provision of Services (**ANNEX H & I**) 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: Terms of Reference on **Passengers** and **Cargo** Transportation

Annex B: Technical Evaluation Criteria

Annex C: Financial Offer Form (**Passenger** Transportation)

Annex D: Financial Offer Form (**Cargo** Transportation)

Annex E: Bid Data Sheet

Annex F: Vendor Registration Form (*Only for Vendors that have not already registered with UNHCR*)

Annex G: UNHCR General Conditions of Contracts for the Provision of Services- July 2018

Annex H: UNHCR General Conditions of Contracts for the Provision of Services (Arabic Version)

Annex I: Supplier Code of Conduct

Annex J: Calendar of activities

Annex K: Technical Offer Form

2.2 ACKNOWLEDGMENT

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

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid
- The source where you have acquired this tender document (e.g. E-Mail, UNGM website, sudanbid.com, print 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 to Ms. Sarra Khalil, Supply Associate both at khalilsa@unhcr.org and at SUDKH-SU@unhcr.org. The deadline for receipt of questions is 23:59 hrs CET on 14th June 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/2021/008 – QUERY

UNHCR will reply to the questions received as soon as possible to all the participating suppliers by email and UNGM.

PRE-BID CONFERENCE:

UNHCR will organize a supplier pre-bid conference via Microsoft Teams on the 15th June 2021 at 10:00 HRS. A maximum of two representatives per company is allowed to participate in the teams meeting. Names and contact details of the company's representatives must be provided, at least two working days in advance (i.e. 13 June 2021), by e-mail to khalilsa@unhcr.org

Handwritten signature

Participation in the pre-bid conference is strongly recommended given the complexity of the requirements.

2.4 YOUR OFFER

Your offer shall be prepared in English.

Please submit your offer using the submission template provided. The offers not conforming to the requested format may not be taken into consideration for evaluation.

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 2.6](#)) 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 result in disqualification. The technical offer should contain all information required.

The technical details of the transport service required by UNHCR can be found in [Annex A: Terms of Reference on Passengers and Cargo Transportation](#).

Your technical offer should clearly state whether or not the services you are offering are fully conforming to the requirements of UNHCR. Clearly state and disclose any discrepancies with the requirements of the services.

Your Technical Offer should include all the information outlined in **Annex B** and/or deemed necessary to substantiate your ability in the fulfilment of UNHCR requirements under this solicitation.

In addition, technical offer should include the following information:

Description of the Company and the company's qualification: A description of your company with the following documents:

1. Company profile
2. Registration certificate with Government of Sudan
3. Tax number Certificate
4. Details on the similar services performed. Please include Three (03) references (e.g. Reference Letters, Purchase Orders, Contracts e.t.c).
5. Financial Capacity (Latest Audited Financial Report for the past three years 2018, 2019 and 2020).
6. Headed letter reflects the company delivery capacity as per the requirements stated in the ToRs (Fleet size: how many buses and trucks & their corresponding capacities and ability to response in 48 hours).
7. Signed Vendor registration form. (Only for those vendors not already registered with UNHCR)
8. Signed UNHCR General Terms and Conditions for Provision of Services.

2.4.2 CONTENT OF THE FINANCIAL OFFER

Signed, stamped, and completed **FINANCIAL OFFER FORM**. Your separate Financial offer must be in **USD (United States Dollars)** and the price should remain valid for a minimum of three (3) years after contract signature.

The financial offer is to be submitted as per the Financial Offer Form (**Annex C and D**). Bids that having a different price structure may not be considered. Using the pricing structure and model (Annex C & D):

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Annex C: (Passenger Buses) Supplier are required to provide the unit cost per route for each capacity of Bus

Annex D: (Cargo Trucks) Suppliers are required to provide the unit cost per route for each capacity of truck.

UNHCR is exempted from all direct taxes and customs duties. With this regard, **price must 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 for the duration of the Frame Agreement. UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

The cost of preparing a bid, negotiating a contract, including any related travel and any other setup cost associated prior to the establishment of a contract between UNHCR and the bidder, is not reimbursable nor can it be included as a direct cost of the assignment.

IMPORTANT:

Payments for the services rendered against the potential frame agreement(s) will be made in accordance with the provisions made under UNHCR payments terms and in-line with the regulations of the Central Bank of Sudan. All suppliers are required to consider the current market condition and factors that may have an eventual impact on the prices offered considering that the prices offered by the suppliers MUST remain valid for the entire duration of the contract.

2.5 BID EVALUATION

2.5.1 Supplier Registration:

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

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

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 B (Annex B: Technical Evaluation Criteria), and based on the requirements from Annex A (Annex A: Terms of Reference for Passengers and Cargo Transportation)**

2.5.3 Financial evaluation:

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

All bids from pre-qualified suppliers will be evaluated based on:

- Compliance with the established UNHCR requirements,
- Bidders may apply for **ONE OR BOTH TRANSPORTATION CATEGORIES (i.e. Passenger or Cargo transportation services)** as stated depending on the capacity of their company. UNHCR shall evaluate each of the twenty Lots (10 passengers' lots + 10 cargo lots) and make an award based on each Lot performance.
- Delivery capacity

The currency of your bid should be USD (United States Dollars) ONLY.

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Contracts will be awarded to the lowest priced technically qualified offers. UNHCR reserves the right to accept the whole or part of your bid or allow split or partial awards on this project. UNHCR reserves the right to award one or more contracts. UNHCR reserves the right to cancel the solicitation at any stage of the procurement process prior to final notice of award of a contract.

2.5.4 Correction of Arithmetic Mistakes:

If there are arithmetic mistakes in the budget of the technically acceptable Applicants, UNHCR will rectify these mistakes on the following basis:

- a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.
- b) If there is a discrepancy between the amounts in figures and in words, advantage will be given to the amounts in words.

UNHCR reserves the right to reject the bid if the technically acceptable bidder does not accept the correction of mistakes as outlined above.

NO CHANGES or AMENDMENTS will be accepted to the offers after submission. Any request for change to the offered price from a supplier will render the offer as invalid.

2.5.5 UN Global Compact and other factors:

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

2.6 SUBMISSION OF BID

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

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 [8] Mb so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in e-mail subject field:

Bid No. **ITB/HCR/ROK/2021/008**

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/2021/008 Company ABC (email 1 of 3)

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Attention:

SUBMISSION OF OFFERS BY COURIER / POST OR HAND DELIVERY:

TO: THE SECRETARY LOCAL COMMITTEE ON CONTRACTS UNHCR REPRESENTATION OFFICE KHARTOUM-
SUDAN
INVITATION TO BID NO.: ITB/HCR/ROK/2021/008 FOR THE ESTABLISHMENT
OF A FRAME AGREEMENT FOR THE PROVISION OF TRANSPORTATION SERVICES TO UNHCR OFFICE 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 Offer" and contain the full technical component of your offer. The second inner envelope shall be marked "Financial Offer" and include your signed and stamped financial offer.

IMPORTANT: All bids must be clearly marked: **NOT TO BE OPENED BY REGISTRY**

Deadline: Monday, 29th JUNE 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.

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 Services.

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 ITB will be made USD (United States Dollars). Payment will be made in accordance to the General Conditions for the Purchase of Services and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

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

Please note that the General Conditions of Contracts (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.

2.10 ZERO TOLERANCE POLICY

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


Alexander B. Woart
Supply Officer

31/05/2021

UNHCR Representation Office in Sudan



**ANNEX A:
TERMS OF REFERENCE
INVITATION TO BID: No. ITB/HCR/ROK/2021/008
FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR THE PROVISION OF TRANSPORTATION SERVICES TO
UNHCR OPERATION IN SUDAN.**

UNHCR Sudan Operation requires the services of qualified transportation companies for the provision of Cargo and Passenger Transportation Services across Sudan.

1. PASSENGER TRANSPORTATION SERVICES

Introduction:

These services are required but not limited for transportation of UNHCR Person of Concern such as the New Arrivals/Voluntary Repatriation/IDP returnees from/to the border entry points, the camps, different sites within Sudan depending on the cases being handled at that critical Juncture.

Estimated Requirements:

The estimated annual requirement of UNHCR is 2,000 Passenger buses. Please note that the figures have been stated 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 service. Quantities may vary and will be dependent on the actual requirements and funds available regulated by issuance of individual purchase order against the frame agreement.

Geographical scope:

The transportation company is to provide passenger transportation services on as and when required basis for transportation of Persons of Concern (PoCs) to UNHCR to and from several location within in Sudan. UNHCR has captured the most commonly used routes to facilitate the financial offer by the suppliers.

Transportation by Milage:

UNHCR to the best of its ability has defined the possible routes to provide an idea to the potential suppliers where UNHCR may require the services. Suppliers are required to provide their offers using mileages. i.e. **COST PER KILOMETER PER LOT**. The Suppliers must consider the nature of the routes (paved and unpaved) and whether conditions (Dry and Rainy Season(s)) and provide the price per km per lot for each type of vehicle capacity.

Division of Requirements by Lots:

The overall requirements of UNHCR are divided into two categories (i.e. Passenger and Cargo Transportation Services) and further divided into LOTs per Categories, this is done in consideration of the difference in the topographic conditions/properties in different states of Sudan.

It is anticipated that division of the requirements by Categories and Lots on geographical basis will allow the suppliers to consider the various topographic conditions, the type of road (paved & unpaved) and its corresponding condition in making their best offers.

Condition of the vehicles:

The vehicles used by the supplier in provision of transportation services to UNHCR must be in good condition (road worthy) with valid documentation. The suppliers must submit the list of vehicles owned/sub-contracted or leased with its corresponding age and its condition.

Training and qualification of drivers:

All drivers appointed by the suppliers during the provision of the transportation services to UNHCR **MUST** possess a valid driving license. The drivers must also be orientated by the supplier on the requirements of UNHCR. Given the sensitive nature of the required services especially the passenger transportation where the drivers will have to interact with UNHCR Persons of Concern that includes (but not limited) women, children and elderly.

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Familiarity of suppliers with local conditions:

The suppliers must be familiar with road networks and security context within Sudan. They must ensure compliance with the Sudan transportation laws, registration and insurance requirements for bus and passengers. In addition, the knowledge and compliance of the supplier on the local conditions, the suppliers must have the ability to comply with the instructions provided by UNHCR in relation to the delivery of services.

Ability to meet UNHCR requirements:

The suppliers MUST be able to meet UNHCR needs for provision of transportation services for moving people or goods within 36 Hours from the first written communication under normal circumstances. Under the emergency circumstances the suppliers must have the ability to provide the requested services within 18 Hours of the first written communication.

In-order to meet the minimum requirements of UNHCR the Supplier must have a minimum fleet size of 15 - 20 Buses and 20 – 25 cargo trucks of various capacities; including the owned fleet, sub contracted and/or leased vehicles which can be deployed at the notices periods mentioned above. The composition of the fleet must have vehicles with ability to move off-road during dry and rainy weather conditions.

Back-up capacity:

The suppliers must have the ability to provide a mobile workshop with a qualified mechanic and necessary parts and tools, especially during the movement of passenger convoys. It must also at its own cost be able to provide an empty back-up bus per every 20 buses to accommodate for any probable breakdown. In-case of a breakdown for a cargo truck the supplier must be able to secure the cargo and make alternate arrangements within a reasonable period of time but not exceeding 12 Hours; NOTING that any loss or damage to the cargo must be accounted for by the suppliers.

Loading and off-loading:

UNHCR may require the loading and off-loading services in which case it will be communicated to the suppliers in advance and will be paid in accordance with the rate quoted by the suppliers.

Financial Offer:

The price offer must be made in accordance with the pricing structure provided as Annex C & D to this Tender. The bidders may apply for ONE OR BOTH LOTS as per Annex C & D: Financial Offer, depending on the capacity of their company.

Evaluation:

UNHCR shall evaluate the offers on the basis of Unit Price for each of the two lots (passenger and cargo Lots) and make an award based on unit price quoted per Lot(s).

Source of Instruction:

All the request for the provision of transportation services will be made by UNHCR in writing possible using standards forms and templates. Verbal instruction can only be used in-case of life saving situations and MUST remain exception only. Such verbal instructions must be followed up by written instructions within 24 hours of such instructions.

First Aid and Fire Fighting Equipment:

All vehicles provided by the supplier must be equipped with the minimum firefighting and first aid equipment to avert any unforeseen situations that may cause harm to the life and wellbeing of persons of concern of property of UNHCR.

Pricing Model:

Offers must be provided as per the financial offer forms: Annex C and Annex D. The rate quoted shall be ALL inclusive. Provision of necessary materials, tools, breakdown recovery services, labor force and equipment related to the transport services shall be included in the offer, which will not be paid separately by UNHCR. The price shall be exclusive of tax as UNHCR is exempted from all forms of taxes. A bidder shall submit no more than one offer.

Contract Duration:

The Frame Agreement(s) contract shall be entered into the and initial duration of 2 (two) years, potentially extendable for an additional period of 1 (one) year and for maximum of three years subject to satisfactory performance of the service.

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Annex B-Technical Evaluation Criteria

EVALUATION CRITERIA THE PROVISION OF TRANSPORTATION SERVICES FOR UNHCR SUDAN OPERATION				
S. No.	Description of the Assessment Criteria	Criterion for Pass/Fail	Pass	Fail
1	Company Profile	provide = Pass missing = Fail		
2	Business Registration Certificate (statutory documents) Issued by a Regulatory Body of Govt. Sudan	provided = Pass missing = Fail		
3	Tax number certificate	Provide = Pass Missing = Fail		
4	Financial capacity	Supplier provided the audited financial report for the last three years (i.e. 2018, 2019 and 2020) without critical observations = Pass Supplier did not provide the audited Financial report with or has critical observation / recommendations = Fail		
5	Experience of the supplier in having similar contracts. (UNHCR reserves the right to contact bidder's previous contractors).	Supplier has at least 3 successfully implemented contracts of similar categories of transportation services nature and scope (POs, Contracts or References to be submitted) = Pass Supplier has less than 3 successfully implemented contracts of similar nature and scope (POs, Contracts or References to be submitted) = Fail		
6	Response Time	Supplier ability to respond to UNHCR requirements within 48 hours under normal circumstances and 18 hours for emergency (suppliers must confirm in writing their ability to meet this requirement) = Pass Supplier does not have the ability to respond to UNHCR requirements within 48 hours under normal circumstances and 18 hours for emergency (Not confirmed in writing) = Fail		
7	Delivery Capacity	Supplier confirm the fleet capacity of minimum 15-20 buses and 20-25 trucks of various capacities (Supplier Provided a list of vehicles with plate numbers for buses and trucks of various capacities) = Pass Supplier failed to confirm the fleet capacity of minimum 15-20 buses and 20-25 trucks of various capacities (Supplier DID NOT Provide a list of vehicles with plate numbers for buses and trucks of various capacities) = Fail		
8	Acceptance of UNHCR General conditions of Contract for the Provision of Services (July 2018)	Supplier confirm the acceptance of UNHCR General conditions of Contract for the Provision of Services (July 2018) by Signing and Stamping Annex G provided as attachment to this tender document = Pass Supplier does not confirm the acceptance of UNHCR General conditions of Contract for the Provision of Services (July 2018) provided as Annex G = Fail		

Bidders will have to get PASS for all criteria to be considered for Financial Evaluation. Failing to meet any one of the above-mentioned technical evaluation criteria will result as overall fail.

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ANNEX E: BID DATA SHEET

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

DEADLINE FOR SUBMISSION OF BIDS	21st JUNE 2021 at 23:59 Hrs Sudan Local Time.	
	BIDS TO BE MARKED:	
SUBMISSION OF BIDS:	UNHCR SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN- KHARTOUM	BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, EMAIL, POST, COURIER. ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM ESTABLISHMENT OF A FRAME AGREEMENT FOR THE PROVISION OF TRANSPORTATION SERVICES TO UNHCR OPERATION IN SUDAN. Clearly Marked: NOT TO BE OPENED BY REGISTRY
LATE SUBMISSION OF OFFERS:	OFFERS SHOULD BE SUBMITTED IN GOOD TIME TO BE RECEIVED BY CLOSING DATE AND TIME. IMPORTANT NOTE: BIDS RECEIVED AFTER THE DEADLINE FOR SUBMISSION OF BIDS AND BIDS TRANSMITTED IN ANY OTHER MANNER THAN THOSE INDICATED ABOVE WILL NOT BE CONSIDERED.	
BID VALIDITY PERIOD:	180 DAYS	
TERMS OF REFERENCE:	ALTERNATIVES TERMS OF REFERENCE SHALL NOT BE CONSIDERED	
MOBILIZATION TIME:	MOBILIZATION TIME IN HOURS: 48 hours under normal business and 18 Hours during Emergencies	
LANGUAGE OF THE BID:	ENGLISH	
REQUESTS FOR ADDITIONAL INFORMATION:	BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR QUERIES IN RESPECT OF THIS REQUEST FOR PROPOSAL TO BID BY E-MAIL TO: SUDKH-SU@unhcr.org BEFORE 23:59 <u>HRS Sudanese Time</u> on 14th JUNE 2021 . (CUT-OFF DATE FOR QUERIES).	
BID EVALUATION CRITERIA:	BIDS WILL BE EVALUATED BASED ON THE TECHNICAL EVALUATION CRITERIA PRESCRIBED IN ARTICLE “ ANNEX B ” AND THE FINANCIAL EVALUATION CRITERIA PRESCRIBED IN ARTICLE “ ANNEX C & D ”	

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Annex J: Calendar of Activities

Calendar of Activities			
S/No:	Action Description	Date	
		From	To
1	Tender available to vendors	31 May 2021	21 June 2021
2	Closing date for Queries	31 May 2021	14 June 2021
3	Pre-bid Conference Meeting	15 June 2021	-
4	Closing date for Submission	21 June 2021	-
5	Bid opening Date	22 June 2021	-
6	Technical and Financial Evaluation	23 June 2021	30 June 2021
7	Submission to HCC	01 July 2021	05 July 2021
8	Approval of Contract	06 July 2021	07 July 2021

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**Annex K – Technical Offer Form
ITB/HCR/ROK/2021/008**

Passenger and Cargo Including Loading and Offloading Transportation Services for UNHCR Sudan Operation

Please confirm if the requested documents are **Available (v)** or **Not Available (X)**:

EVALUATION CRITERIA THE PROVISION OF TRANSPORTATION SERVICES FOR UNHCR SUDAN OPERATION				
S. No	Description of the Assessment Criteria	Criterion for Pass/Fail	Available (v)	Not Available (X)
1	Company Profile	provide = Pass		
		missing = Fail		
2	Business Registration Certificate (statutory documents) Issued by a Regulatory Body of Govt. Sudan	provided = Pass		
		missing = Fail		
3	Tax number certificate	Provide = Pass		
		Missing = Fail		
4	Financial capacity	Supplier provided the audited financial report for the last three years (i.e. 2018, 2019 and 2020) without critical observations = Pass		
		Supplier did not provide the audited Financial report with or has critical observation / recommendations = Fail		
5	Experience of the supplier in having similar contracts.	Supplier has at least 3 successfully implemented contracts of similar categories of transportation services nature and scope (POs, Contracts or References to be submitted) = Pass		
	(UNHCR reserves the right to contact bidder's previous contractors).	Supplier has less than 3 successfully implemented contracts of similar nature and scope (POs, Contracts or References to be submitted) = Fail		
6	Response Time	Supplier ability to respond to UNHCR requirements within 48 hours under normal circumstances and 18 hours for emergency (suppliers must confirm in writing their ability to meet this requirement) = Pass		
		Supplier does not have the ability to respond to UNHCR requirements within 48 hours under normal circumstances and 18 hours for emergency (Not confirmed in writing) = Fail		
7	Delivery Capacity	Supplier confirm the fleet capacity of minimum 15-20 buses and 20-25 trucks of various capacities (Supplier Provided a list of vehicles with plate numbers for buses and trucks of various capacities) = Pass		
		Supplier failed to confirm the fleet capacity of minimum 15-20 buses and 20-25 trucks of various capacities (Supplier DID NOT Provide a list of vehicles with plate numbers for buses and trucks of various capacities) = Fail		
8	Acceptance of UNHCR General conditions of Contract for the Provision of Services (July 2018)	Supplier confirm the acceptance of UNHCR General conditions of Contract for the Provision of Services (July 2018) by Signing and Stamping Annex G provided as attachment to this tender document = Pass		
		Supplier does not confirm the acceptance of UNHCR General conditions of Contract for the Provision of Services (July 2018) provided as Annex G = Fail		

Company Name:

Company Focal Person Name and Telephone Number:

Date:

Company Stamp:

ABW