

DATE: 23RD JUNE 2021
INVITATION TO BID: NO. ITB/HCR/ROK/2021/016
FOR SUPPLY, DELIVERY AND INSTALLATION OF FUEL TANKS, FUEL DISPENSING PUMPS AND FIRE
FIGHTING EQUIPMENT

CLOSING DATE AND TIME: 22ND JULY 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 17,324 people in more than 135 countries continues to help about 79.5 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 and dully registered companies **in Sudan** to make firm offer **for Supply, Delivery and installation of fuel tanks, fuel dispensing pumps and Firefighting Equipment** in UNHCR offices in Kosti, Kadugli, El Fula, Ed Daein, Nyala, El Fasher, Damazine and Zalingei as per requirements detailed in ANNEXES A,B & C.

IMPORTANT:

Exact technical specifications of the items are detailed in **Annex A: Technical Specifications, Design and Drawings** of this document.

Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will require the totality of the above quantity. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Agreement.

INSPECTION AND TESTING:

This Invitation to Bid (ITB) will be subject to rigorous inspection and testing from an Independent Inspection team working for UNHCR. Only those companies who can meet UNHCR's needs such as quality, quantity, delivery time, cost, flexibility in accepting changes in delivery locations if necessary, etc. should apply.

COMPLIANCE TO SPECIFICATIONS:

All the companies must comply with the specification, standards & sizes provided in this tender document.

IMPORTANT:

When a Contract 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 Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

QUALITY CONTROL THROUGHOUT THE EXECUTION OF THE CONTRACT:

UNHCR will carry random quality inspections, including specific selected criteria for laboratory test to products or items selected by UNHCR or by an independent surveyor appointed by UNHCR from samples selected during production, upon departure, loading, unloading, arrival to destination or from any storage location. The cost of the quality control inspections and laboratory tests will be covered by UNHCR.

In cases of supplier's quality default, in addition to the good's PO penalty clauses, the inspection and laboratory cost will be charged to the supplier.

Sub-Contracting: Please take careful note of article 4 of the attached General Terms and Conditions (Annex E).

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

2. BIDDING INFORMATION

2.1 ITB DOCUMENTS

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

Annex A: Technical specifications, design and drawings.

Annex B: Technical Evaluation criteria

Annex C: Financial Offer Forms (**To be completed and submitted in a separate financial proposal**)

Annex D: Vendor Registration Form

Annex E: UNHCR General Conditions of Contracts for the Provision of Goods and Services-2018

Annex F: UN Supplier Code of Conduct

IMPORTANT:

Failure to send the above requested information may result in disqualification of your offer from further evaluation.

2.2 ACKNOWLEDGEMENT

We would appreciate you informing us of the receipt of this ITB by return e-mail to sudkh-su@unhcr.org as to:

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid
- Whether or not you will participate at the supplier conference

2.3 PRE-BID CONFERENCE AND REQUESTS FOR CLARIFICATION

We would also like to inform you that UNHCR Representation Office Khartoum will organize a Pre-Bid conference Meeting via Microsoft Teams on the 6th July 2021 at 10:00 a.m. to discuss details of the Terms of Reference for the tender. A maximum of two representatives per company is allowed.

All bidders are encouraged to participate in order to ask questions and raise concerns to UNHCR. Bidders should therefore submit their details including phone number and email address for the purpose of inviting them to the meeting via Microsoft Teams on or before 3rd July 2021 for UNHCR to prepare the platform for the virtual meeting.

Bidders are required to submit any request for clarification or any question in respect of this ITB by e-mail to SUDKH-SU@unhcr.org. UNHCR may, at its discretion, copy any reply to a question to all other invited firms. The deadline for receipt of queries is 21st June 2021, 23:59 HRS Sudan Standard Time.

Bidders are requested to keep all questions concise.

UNHCR will reply to the questions received, to each participating bidder during the pre-bid conference on 06th July 2021 – 10:00 a.m. Sudan time.

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.

Note:

This document is not to be considered in any way as an offer to contract your firm.

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

EMAIL SUBJECT: ITB/HCR/ROK/2021/016 – QUERY

2.4 YOUR OFFER**IMPORTANT:**

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

Your offer shall be prepared in English

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

IMPORTANT:

A bidder who is bidding for all or some lots must have enough resources (financial, logistic and labor) to execute the works in all the sites simultaneously and complete all within the agreed timeframe. Each lot must be wholly executed i.e. Supply, delivery and installation of one Fuel Tank, one Fuel Dispensing pump and one Fire extinguisher.

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 (ITB).

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Annex B: Technical Evaluation criteria

Annex C: Financial Offer Forms (**To be completed and submitted in a separate financial proposal**)

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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 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.

All the technical details of the services requested by UNHCR can be found in Annexes A, B and C. Your technical offer (signed and stamped) 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:

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

- Company profile
- Registration certificate
- Any other statutory documents as required by the Government of Sudan.
- Number of Similar and successful deliveries. Please include Three (03) references (e.g. Purchase orders, contracts e.t.c).
- Financial capacity (Please provide your last audit report and bank statement)

The following details shall also be provided in the Technical offer:

Incoterms: The International Chamber of Commerce Incoterms 2010 shall apply for this ITB and for any resulting purchase orders(s). DDP is the preferred incoterm by UNHCR for this specific tender.

Technical composition of material: The bidder must conform to the technical specification of the bid as stated in (Annex A).

Delivery Capacity: The bidder shall state annual delivery capacity.

Delivery Time: The bidder shall state the mobilization and delivery time after receiving an order.

Country of Origin of the supplier and place of manufacture: 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.

Well elaborate catalogue and images of the ethanol stoves: The bidder shall provide the images of the ethanol stoves in the technical document.

Vendor Registration From: If your company is not already registered with UNHCR, you should complete, sign, and submit with your technical proposal the vendor registration form (ANNEX E).

UNHCR General conditions for provision of Goods: Your technical offer should contain your acknowledgement of the UNHCR General conditions for provision of Goods by signing (ANNEX F & G) of the tender document.

2.1.1.1 CONTENT OF THE FINANCIAL OFFER

Signed, stamped, and completed **FINANCIAL OFFER FORM**. Your separate Financial offer must in a single currency, US Dollar and the price should remain valid for throughout the execution of the contract.

The financial offer is to be submitted as per the Financial Offer Form (Annex C). Bids that have a different price structure may not be accepted.

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

IMPORTANT: UNHCR can only facilitate payments through the local banks and not banks outside Sudan and therefore the current market condition must be factored in before submitting your quote.

IMPORTANT:
The financial offer signed and stamped is to be sent separately from the technical offer

2.5 BID EVALUATION

2.5.1 Supplier Registration:

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

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

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

- Random 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

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, and based on the requirements from Annex A.**

2.5.3 Financial evaluation:

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

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

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

2.6 SUBMISSION OF BID

The offers must bear your official letter head, clearly identifying your company 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.

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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/2021/016**

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/2021/016 Company ABC (email 1 of 3)

SUBMISSION OF OFFERS BY COURIER / POST OR HAND DELIVERY:

Attention:

THE SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS
INVITATION TO BID NO.: NO. ITB/HCR/ROK/2021/016
FOR SUPPLY, DELIVERY AND INSTALLATION OF FUEL TANKS, FUEL DISPENSING PUMPS AND FIRE
FIGHTING EQUIPMENT

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 offers.

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: 22nd July 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 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 ITB will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions for the Purchase of Goods and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS - 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.



Muhammad Abdul Mueed Khan
Senior Supply Officer
UNHCR Representation Office in Sudan