



UNHCR

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

DATE: 15 MARCH 2020

INVITATION TO BID: No. ITB/HCR/ROK/2020/001
FOR THE ESTABLISHMENT
OF A FRAME AGREEMENT FOR SUPPLY AND DELIVERY OF TRAVEL KIT FOR UNHCR SUDAN
OPERATIONS

CLOSING DATE AND TIME: 5TH APRIL 2020- 23:59 HRS.

INTRODUCTION TO UNHCR

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

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 34 million persons. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

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 the establishment of Frame Agreement(s) for Supply and delivery of **TRAVEL KITS as specified in Annex A- Specification.**

IMPORTANT:

Exact technical specifications of the items are detailed in **Annex A: Specification** of this document.

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

The estimated annual requirement of UNHCR for goods is various and indicated in the annex. UNHCR reserves the right to change quantities to be delivered for each year. The company awarded with the frame agreement is to deliver only quantities as per the purchase order issued by UNHCR.

Please note that the 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 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.

Other United Nations Agencies, Funds and Programmes shall be entitled to the same prices and terms as those contained in the offers of the successful bidders and could form the basis for a Frame Agreement with other UN Agencies.

IMPORTANT:

When a Frame Agreement is awarded, either party can terminate the agreement only upon 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.

QUALITY CONTROL THROUGHOUT THE FRAME AGREEMENT:

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 G).

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

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: Technical Specifications

Annex B: Technical Offer Form

Annex C: Technical Evaluation Criteria

Annex D: Financial Offer Form

Annex E: Bid Data Sheet

Annex F: Vendor Registration Form (*Only those Vendor need fill this form who are not already registered with UNHCR*)

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

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

Annex I : Supplier's Code of conduct

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 ,gedi@unhcr.org or mohamid@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 with a cc: gedi@unhcr.org or woart@unhcr.org the deadline for receipt of questions is **The deadline for receipt of questions is 23:59 HRS on 22nd MARCH 2020**

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/2020/001 – 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: Technical Specifications

Annex B: Technical Offer Form

Annex C: Technical Evaluation Criteria

Annex D: Financial Offer Form

Annex E: Bid Data Sheet

Annex F: Vendor Registration Form (*Only those Vendor need fill this form who are not already registered with UNHCR*)

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

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

Annex I: Supplier's Code of conduct

IMPORTANT:

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than the submission 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: Technical 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:

Incoterms: The International Chamber of Commerce Incoterms 2010 shall apply for this ITB and for any resulting purchase orders(s).

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.

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

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 B - Technical Offer)

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.

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
- ✓ Warranty period

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.

Packing and Labelling: The successful bidders will be expected to a fix non-removable and permanent UNHCR LOGO on the Outer Bags of the Field Travel Kit Bags. Each Field Travel Kit Bag must contain a leaflet describing the content of the kits.

Country of Origin: of the Supplier and place of Manufacture.

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

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 F**) 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 (Annex G or Annex H either)

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

2.4.2 CONTENT OF THE FINANCIAL OFFER

Signed, stamped and completed **FINANCIAL OFFER FORM**. Your separate Financial offer must in a single currency, US Dollar or Currency of your company's country.

The financial offer is to be submitted as per the Financial Offer Form (**Annex D**). 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 Representation Khartoum. 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 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.

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 / 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 UNHCR Representation Office in Khartoum Sudan
- Delivery capacity
- Availability all required company registration related documents.

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. 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.

Bid must be sent by e-mail **ONLY** to: EMAIL_SUDKHBOC@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 [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/2020/001 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.: ITB/HCR/ROK/2020/001 FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR
THE SUPPLY AND DELIVERY OF TRAVEL KITS 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: Sunday 5th April 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.

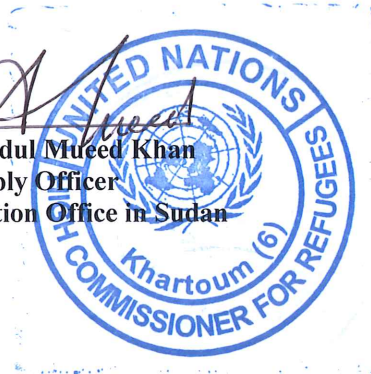
2.7 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this ITB will be made in 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.

2.8 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF - 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.


Muhammad Abdul Mueed Khan
Snr. Supply Officer
Unhcr Representation Office in Sudan



ANNEX A: Specification:

Annex A - Technical Specification				
S No.	Item	UoM	Quantity:	Minimum required specifications:
1	Self-inflating mattress with repair kit	EA	1	MATTRESS + REPAIR KIT A comfortable, waterproof mattress Easy pack system with roll up straps & stuff sac Repair kit included Color: Castlerock/Black Inflated Size: 183 x 50 x 3cm Rolled Size: 53 x 13cm Weight: 1230g Material: 70D Polyester top & base
2	Tarpaulin 3x3m - no poles included	EA	1	TARP BASIC 3X3 M Basic Tarp - NO POLES Included! Useful Tarp for protection, and rain cover, Ground sheet etc. Fabric: Polyester fabric. 2000 mm WC Weight: 400g (No Poles included!) Size: 3x3 m (Folded 40x10x10 cm)
3	LIGHT WEIGHT PILLOW	EA	1	Therma Fibre Pillow • Lightweight rip stop and silk feel fabrics • Packs into its own end pocket • Fabric: Polyester • Weight: 80 g
4	Pillowcase for travel pillow	EA	1	Material: 100% cotton colour: dark
5	Thermos (1liter) with built-in cup	EA	1	Model: THERMOS 1,0 L Compact Beverage Bottle - 1,0 liter Double wall vacuum insulation Twist and pour stopper Built-in stainless-steel cup Material: Unbreakable 18/8 stainless Weight: 850 g Size: H= 32cm Diam. 8cm
6	Kitchen utensil set	Set	1	CAMP-A-BOX Two plates, chopping board, Fold-A-Cup, spice containers and cutlery Material: Durable plastic PP Weight: 250 g
7	Fire lighter	EA	1	Produces a 3000°C (5,500°F) spark, Durable – lasts for from 3,000 strikes, Works equally well when wet Lights campfires, stoves, etc. Bright spark – can be used as emergency signal. Approved by the International Survival Instructors Association Weight: 55 g/ Size: 8 cm
8	Waterproof matches	Box	1	Appr. 25 storm proof matches, waterproof tube.
9	Security whistle	EA	1	This whistle has an anodized body with a key ring attachment and a single blast can reach 100 decibels. Loudness: 108 dB.
10	Refreshing wet tissues	Box	1	Size: 100 tissues in a refillable plastic box

Annex A - Technical Specification				
S No.	Item	UoM	Quantity:	Minimum required specifications:
11	Water disinfection tablets	Pack	1	Tablets for water disinfection of clear water. Contact Time: 30 min for bacteria and viruses, 2 hours for Giardia in clear water. Essential item to avoid contaminated water (e.g. brushing teeth, drinking water). Preserves water for up to 6 months by using silver ions. Content 4 x 25 tabs. / 100 x 1 l = 100 l Shelf-life: Disinfection 2-3 years, conservation 5 years Technology: Silver ions combined with chlorine Weight: 20 g Size: 130x52x22 mm
12	Antibacterial dry wash liquid for hands	Bottle	1	Volume: 100 ml, no perfume
13	Padlock for securing the travel bag	EA	1	Brass locker with key size: 30 mm. Material: brass and stainless steel
14	Compact compass for general use	EA	1	A robust, easy to use compact compass for general use. Two Zone System fixed declination correction scale. Jewel bearing detachable snap lock lanyard cm or inch scales. Fabric:-Weight: 30g Size: 90x57mm.
15	Headlamp	EA	2	2 LED lightweight with adjustable elastic headband, water resistant for all-weather use including batteries
16	Carbin hook and rope kit	Set	1	10 m of 7 mm climbing rope, 1 x climbing carbine, packed in plastic bag. Size: rope 7 mm carbine: 100mm
17	Roll of PP rope	Roll	1	Appr. 225 meter /diameter 2.2 mm. 90 Kg break point. Material: PP (Polypropylene)
18	Mosquito coils	Set	1	Enough for a min. of 80 hrs repels: Mosquitoes, midges, bed bugs and other biting insects.
19	Working gloves	Pair	1	Half-lined classic work glove. Size 10
20	Sewing kit	Kit	1	The kit must contain: 2 x needles: (1 x needle/thread loop 1 x safety pin) 1 set of buttons: 2 x 10 mm / 4 holes buttons+ 1 x set of 9 mm Push Button 1 x set of thread (10 different colors 150cm each) 1 x small scissors 1 x nail cutter 1 x tape measure of paper, len ht 60 cm Material: polyester

Annex A - Technical Specification				
S No.	Item	UoM	Quantity:	Minimum required specifications:
21	Clothes set	Set	1	For general purpose. 1 set of 3 pieces, size: appr. 18x15 cm
22	Clothes line (for drying clothes)	EA	1	Material: elastics. Size: 140 cm
23	Fleece blanket	EA	1	Material: 100% polyester fleece 300 g/sq. m-size: 180x145cm/ dark colour.
24	Sleeping bag	EA	1	The Sleep light range of sleeping bags for indoor or outdoor use when travelling in warm climates. L-shape zip for total opening. (can be used as a blanket) The bags contain an external pocket for night-time essentials, plus 2 security pockets inside the bag for hiding valuables overnight. Treated with EX3 triple layer treatment which protects you and your bag against bed bugs, mosquitoes and the buildup of bacteria. Each bag has a glow in the dark zip puller and an innovative waterproof compression stuff sack, which can be blown up or filled with clothes to use as a pillow when the bag is in use. Lightweight rip stop nylon outer shell with external front pocket. Tactel nylon and micro-polyester internal lining. High quality ThermaFibre insulation, 2-way zip and drawcord top entry. Treated with EX3 triple layer protection 2 x hidden security pockets. Waterproof compression stuff sack Zip and shoulder baffles (left side) Conforms to EN13537 standards: Sleep light 1100 Comfort Temp: +7C Transition Temp: +3C Extreme temp: -9C Weight: 1100g Length: 210 cm Width: Top/ 80 cm Bottom/65 cm
25	Solar Shower bag	EA	1	3 hours to heat water water temperatures up to 50C. NOT to be used as a water container for drinking water! Fabric: Plastic Weight: 500g Size: Folded 40x15x5 cm / 20 liter Color: Black
26	Fire Blanket	EA	1	Safety device designed to extinguish fires. Small fire blanket folded in to a quick release container for ease of storage. Fabric: Fiberglas Weight: 650 g Size: 90x90 cm Package Size: 26,5 x18 x 5cm
27	Drinking Bottle with Integrated Filter 0,75 L	EA	1	Practical drinking bottle with an integrated water filter. Capacity: 100 ml / Weight 22g.
28	Wheeled travel bag	EA	1	Bag of 80 liters with shoulder straps with an added trolley function. Big main compartment Mesh pocket inside for garments, maps etc. Front pocket for little necessary items such as wallet etc. Laminated Tarpaulin in body, a very strong water proof material Weight: 4.2 Kg Size: 71x39x31 cm
1 Please write "YES" if the offered product is 100% compliant with the respective specifications indicated in Annex A. If not, please write "NO" and indicate the reason of non-compliance on the "Comments" section. Please note that if the offered product is not 100% compliant with the respective specifications indicated in Annex A, it might lead to disqualification.				
2 Please note that if the offered product is not available in the product catalogue detailing respective specifications indicated in Annex A, it shall lead to disqualification. Company Name: Company Signature:				

Annex B - Technical Offer Form

S No.	Item	UoM	Qty	Minimum required specifications:	Brand/Model	Warranty Period	Confirmation on Compliance with Annex A Specification ¹	Comments (if Any)	Product details available in the Catalogue 2 (page
1	Self-inflating mattress with repair kit	EA	1	MATRESS + REPAIR KIT A comfortable, waterproof mattress Easy pack system with roll up straps & stuff sac Repair Kit included 1 Color: Castlerock/Black Inflated Size: 183 x 50 x 3cm Rolled Size: 53 x 13cm Weight: 1230g Material: 70D Polyester top & base					
2	Tarpaulin 3x3m - no poles included	EA	1	TARP BASIC 3X3 M Basic Tarp - NO POLES included! Useful Tarp for protection, and rain cover. Ground sheet etc. Fabric: Polyester fabric. 2000 mm W/C Weight: 400g (No Poles included!) Size: 3x3 m (Folded 40X10X10 cm)					
3	LIGHT WEIGHT PILLOW	EA	1	Therma Fibre Pillow • Lightweight rip stop and silk feel fabrics • Packs into its own end pocket • Fabric: Polyester • Weight: 80 g					
4	Pillowcase for travel pillow	EA	1	Material: 100% cotton colour: dark					
5	Thermos (1liter) with built-in cup	EA	1	Model: THERMOS 1,0 L Compact Beverage Bottle - 1,0 liter Double wall vacuum insulation Twist and pour stopper 1 Built-in stainless steel cup Material: Unbreakable 18/8 stainless Weight: 850 g Size: H= 32cm Diam. 8cm					
6	Kitchen utensil set	Set	1	CAMP-A-BOX Two plates, chopping board, Fold-A-Cup, spice containers and cutlery Material: Durable plastic PP Weight: 250 g					
7	Fire lighter	EA	1	Produces a 3000°C (5,500°F) spark. Durable – lasts for from 3,000 strikes. Works equally well when wet Lights campfires, stoves, etc. Bright spark – can be used as emergency signal. Approved by the International Survival Instructors Association Weight: 55 g/ Size: 8 cm					
8	Water proof matches	Box	1	Appr. 25 storm proof matches, water proof tube.					
9	Security whistle	EA	1	This whistle has an anodized body with a key ring attachment and a single blast can reach 100 decibels. Loudness: 108 dB.					
10	Refreshing wet tissues	Box	1	Size: 100 tissues in a refillable plastic box					

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11	Water disinfection tablets	Pack	1	Tablets for water disinfection of clear water. Contact Time: 30 min for bacteria and viruses, 2 hours for Giardia in clear water. Essential item to avoid contaminated water (e.g. brushing teeth, drinking water). Preserves water for up to 6 months by using silver ions. Content 4 x 25 tabs. / 100 x 11 = 1001 Shelf-life: Disinfection 2-3 years, conservation 5 years Technology: Silver ions combined with chlorine Weight: 20 g Size: 130x52x22 mm					
12	Antibacterial dry wash liquid for hands	Bottle	1	Volume: 100 ml, no perfume					
13	Padlock for securing the travel bag	EA	1	Brass locker with key size: 30 mm. Material: brass and stainless steel					
14	Compact compass for general use	EA	1	A robust, easy to use compact compass for general use. Two Zone System fixed declination correction scale. Jewel bearing detachable snap lock lanyard cm or inch scales. Fabric.-Weight: 30g Size: 90x57mm.					
15	Headlamp	EA	2	2 LED lightweight with adjustable elastic headband, water resistant for all-weather use including batteries					
16	Carbin hook and rope kit	Set	1	10 m of 7 mm climbing rope, 1 x climbing carbine, packed in plastic bag. Size: rope 7 mm carbine: 100mm					
17	Roll of PP rope	Roll	1	Appr. 225 meter/diameter 2.2 mm. 90 Kg break point. Material: PP (Polypropylene)					
18	Mosquito coils	Set	1	Enough for a min. of 80 hrs repels: Mosquitoes, midges, bed bugs and other biting insects.					
19	Working gloves	Pair	1	Half-lined classic work glove. Size 10					
20	Sewing kit	Kit	1	The kit must contain: 2 x needles: (1 x needle/thread loop1 x safety pin) 1 set of buttons: 2 x 10 mm / 4 holes buttons+ 1 x set of 9 mm Push Button 1 x set of thread (10 different colors 150cm each) 1 x small scissors 1 x nail cutter 1 x tape measure of paper, len ht 60 cm Material: polyester					
21	Clothes set	Set	1	For general purpose. 1 set of 3 pieces, size: appr. 18x15 cm					
22	Clothes line (for drying clothes)	EA	1	Material: elastics. Size: 140 cm					
23	Fleece blanket	EA	1	Material: 100% polyester fleece 300 g/sq. m. size: 180x 145cm/ dark colour.					

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			<p>The Sleepight range of sleeping bags for indoor or outdoor use when travelling in warm climates. L-shape zip for total opening. (can be used as a blanket) The bags contain an external pocket for night-time essentials, plus 2 security pockets inside the bag for hiding valuables overnight. Treated with EX3 triple layer treatment which protects you and your bag against bed bugs, mosquitoes and the build up of bacteria. Each bag has a glow in the dark zip puller and an innovative waterproof compression stuff sack, which can be blown up or filled with clothes to use as a pillow when the bag is in use.</p> <p>1 Lightweight rip stop nylon outer shell with external front pocket. Tactel nylon and micro-polyester internal lining. High quality Therm-a-fibre insulation, 2-way zip and draw-cord top entry. Treated with EX@Ø triple layer protection 2 x hidden security pockets. Waterproof compression stuff sack Zip and shoulder baffles (left side)</p> <p>Conforms to EN13537 standards: Sleepight 1100 Comfort Temp: +7C Transition Temp: +3C Extreme temp: -9C Weight: 1100g Length: 210 cm Width: Top/ 80 cm Bottom/65 cm</p>					
24	Sleeping bag	EA	1					
25	Solar Shower bag	EA	1	3 hours to heat water water temperatures up to 50C. NOT to be used as a water container for drinking water! Fabric: Plastic Weight: 500g Size: Folded 40x15x5 cm / 20 liter Color: Black				
26	Fire Blanket	EA	1	Small fire blanket folded in to a quickrelease container for ease of storage. Fabric: Fibreglas Weight: 650 g Size: 90x90 cm Package Size: 26.5 x18 x 5cm				
27	Drinking Bottle with Integrated Filter 0,75 L	EA	1	Practical drinking bottle with an integrated water filter. Capacity: 100 ml / Weight 22g.				
28	Wheeled travel bag	EA	1	Bag of 80 liters with shoulder straps with an added trolley function. Big main compartment Mesh pocket inside for garments, maps etc. Front pocket for little necessary items such as wallet etc. Laminated Tarpaulin in body, a very strong water proof material Weight: 4.2 Kg Size: 71x39x31 cm				

1 Please write "YES" if the offered product is 100% compliant with the respective specifications indicated in Annex A. If not, please write "NO" and indicate the reason of in compliance on the "Comments" section. Please note that if the offered product is not 100% compliant with the respective specifications indicated in Annex A, it might lead to disqualification.

2 Please note that if the offered product is not available in the product catalogue detailing respective specifications indicated in Annex A, it shall lead to disqualification. Company Name: Company Signature:

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ANNEX C - TECHNICAL EVALUATION CRITERIA		
1	Business Registration document in your country of operation	Pass/Fail
2	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.	Pass/Fail
3	Defects and liability period with terms of warranty for minimum 12 months provided?	Pass/Fail
4	Copy of valid internationally recognized Quality Certificate like ISO etc. and/or quality certificate issued by the authorized State Quality Certification Agency of the country of manufacture of the finished product issued on behalf of the manufacturer submitted?	Pass/Fail
5	UNHCR General Conditions of Contracts for the Provision of Goods - July 2018 acknowledged (signed) and submitted (Annex G or Annex H)?	Pass/Fail
6	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. Shelf Less than 3 year will be considered as fail.	Pass/Fail
7	Do the offered specifications and sample conform to required specifications as per Annex-A?	Pass/Fail
8	Experience in the supply of similar products. Minimum 1 year, at least 2 contracts, work orders, PO or reference letters on the letterhead of the client submitted?	Pass/Fail
9	Packing details: The technical offer shall clearly indicate the packing and transport options (e.g. weight, volume, etc.)	Pass/Fail
10	Financial standing; Audited financial statement or certified bank statement for the past 2 years.	Pass/Fail
11	Production/Delivery Capacity: The bidder shall state annual production capacity and also the delivery schedule for the consignment	Pass/Fail
12	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.	Pass/Fail
13	Company's last 3 X yeas financial reports (certified by chartered accountant)	Pass/Fail

ANNEX D: FINANCIAL OFFER FORM

QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):

THE PROPOSED DISCOUNTS WILL BECOME AN INTEGRAL PART OF YOUR BID SUBMISSION

PAYMENT TERMS: ACCEPTANCE OF UN PAYMENT TERMS (I.E. 30 DAYS NET FROM RECEIPT OF DOCUMENTS)

YES NO

ANNEX C-FINANCIAL OFFER -TRAVEL KIT								
S No.	Item	UoM	Quantity	Unit Price (USD)	Or	Currency of the Country where the company is operating	Total Cost	
1	Self-inflating mattress with repair kit	EA	1					
2	Tarpaulin 3x3m - no poles included	EA	1					
3	LIGHT WEIGHT PILLOW	EA	1					
4	Pillowcase for travel pillow	EA	1					
5	Thermos (1liter) with built-in cup	EA	1					
6	Kitchen utensil set	Set	1					
7	Fire lighter	EA	1					
8	Water proof matches	Box	1					
9	Security whistle	EA	1					
10	Refreshing wet tissues	Box	1					
11	Water disinfection tablets	Pack	1					
12	Antibacterial dry wash liquid for hands	Bottle	1					
13	Padlock for securing the travel bag	EA	1					
14	Compact compass for general use	EA	1					
15	Headlamp	EA	2					
16	Carbin hook and rope kit	Set	1					
17	Roll of PP rope	Roll	1					
18	Mosquito coils	Set	1					
19	Working gloves	Pair	1					
20	Sewing kit	Kit	1					
21	Clothes set	Set	1					
22	Clothes line (for drying clothes)	EA	1					
23	Fleece blanket	EA	1					
24	Sleeping bag	EA	1					
25	Solar Shower bag	EA	1					
26	Fire Blanket	EA	1					
27	Drinking Bottle with Integrated Filter 0,75 L	EA	1					
28	Wheeled travel bag	EA	1					
Total Cost (indicate currency)								



BIDDERS NAME: _____

DELIVERY CAPACITY
QTY PER WEEK: _____

Time Required in Days
for complete delivery: _____

DATE: _____

NAME: _____

SIGNATURE: _____

IN THE CAPACITY OF: _____

DULY AUTHORIZED TO
SIGN BID FOR AND ON BEHALF OF: _____

Official Stamp of The Company:

ANNEX E : 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	Sunday 5 th April 2020 1159 Hrs (Sudan Standard Time)	
SUBMISSION OF BIDS:	BIDS TO BE MARKED: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM	BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, EMAIL OR COURIER ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM INVITATION TO BID NO.: ITB/HCR/ROK/2020/001 FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR SUPPLY AND DELIVERY OF TRAVEL KITS FOR UNHCR SUDAN OPERATIONS Clearly Marked: <u>NOT TO BE OPENED BY REGISTRY</u>
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 TRAVEL KITS 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	UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD KHARTOUM IF SAMPLES WILL BE REQUESTED IN THE PROCESS OF EVALUATION THE VENDORS WILL BE REQUIRED TO SUBMIT THEM AS SOON AS POSSIBLE.	
REQUESTS FOR ADDITIONAL INFORMATION:	BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR ENQUIRIES IN RESPECT OF THIS INVITATION TO BID BY E-MAIL TO: sudkh@unhcr.org BEFORE 1159 HRS on Sunday 22 March 2020 (CUT-OFF DATE FOR QUERIES). UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.	