



UNHCR

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

DATE: 05 SEPTEMBER 2021

INVITATION TO BID: No. ITB/HCR/ROK/2021/024
FOR ESTABLISHMENT OF FRAME AGREEMENT FOR THE SUPPLY AND DELIVERY OF
GENUINE TONERS AND CARTRIDGES FOR UNHCR KHARTOUM OFFICE

CLOSING DATE AND TIME: 19 SEPTEMBER 2021- 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 17,324 people in more than 135 countries continues to help about 34 million persons. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

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(s) for the **Supply and Delivery of Toners and Cartridges** as specified in **Annex A: Technical Specifications**.

IMPORTANT:

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

UNHCR may award Frame Agreement(s) with initial duration of two (02) years, potentially extendable for a further period of one (01) year, for supplying its operations globally. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

The estimated annual requirement of UNHCR for the goods is indicated in the **Annex A**. UNHCR reserves the right to change quantities to be delivered upon issuance of a purchase order. The company awarded with the contract is only required to deliver the quantities as per the purchase order issued by UNHCR.

Please note that the 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 depend on the actual requirements and funds available regulated by issuance of individual purchase order against the frame agreement.

IMPORTANT:

When a Frame Agreement is awarded, either party can terminate the agreement only upon 30 days (1 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 Goods and Services - **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 may 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: Technical Specifications

Annex B: Financial Offer Form

Annex C: Technical Evaluation Criteria

Annex D: Bid Data Sheet

Annex E: Vendor Registration Form (*Only those Vendor who are not already registered with UNHCR or has been dormant for at least one year*)

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

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

Annex H: UN Supplier's Code of conduct

Annex I: Calendar of activities

Annex J: Technical Offer Form (*to be returned as part of the technical offer*).

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, 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 to SUDKH-SU@UNHCR.ORG the deadline for receipt of questions is **the deadline for receipt of questions is 11:59 HRS on 15 September 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/2021/024 – 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.

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 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 form 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) – (DDP – UNHCR Office in Khartoum).

Financial standing: Audited financial statements or certified bank statements the past two (2) years.

Experience in the supply of similar products. Minimum for the last one year, at least 2 contracts, work orders, PO or reference letters on the letterhead of the client. UNHCR reserves the right to check the provided references.

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

- Short description of company background, including organization structure and production capacity.
- Company's registration documents
- Company's last 2 years financial reports (certified by chartered accountant)

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 F**).

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

2.4.2 CONTENT OF THE FINANCIAL OFFER

Signed, stamped and completed **FINANCIAL OFFER FORM**. Your separate Financial offer must be in US **Dollar** only.

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

The following details shall be provided for each item:

Unit costs: The bidder shall quote the unit on **DDP UNHCR Khartoum office**. Any quantity or other discounts (e.g., volume discounts) shall be clearly stated.

UNHCR is exempted from all direct taxes and customs duties. With this regard, price has to be given without VAT.

You are requested to hold your offer valid for **180** days from the deadline for submission. UNHCR will make its best effort to select a company within this period. The pricing model quoted in the Supplier's offer will remain valid till the delivery of the items to UNHCR. UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

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

2.5 BID EVALUATION

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: Tuesday 19 September 2021 23:59 HRS Sudan Standard Time.

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

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

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

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

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

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


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

2.7 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this ITB will be made in USD currency of the winning offer(s). Payment will be made in accordance with the General Conditions for the Purchase of Goods and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

2.8 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF - 2018

Please note that the General Conditions of Contracts (Annex F) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.


Muhammad Abdul Mueed Khan
Supply Officer
UNHCR Representation in Sudan



ANNEX A - TECHNICAL SPECIFICATION ITB/HCR/ROK/2021/024

Printer Name	Toner Name	No. of Printers	Annual Consumption (est.)
Ricoh MP C4504 Color Laser MFP	MP C6003 Black - 841849	2	16
	MP C6003 Yellow - 841850		12
	MP C6003 Magenta - 841851		12
	MP C6003 Cyan - 841852		12
	MP C6003 - Waste Toner Bottle - 416890		8
Ricoh MP C4504ex Color Laser MFP	MP C6003 Black - 841849	1	8
	MP C6003 Yellow - 841850		6
	MP C6003 Magenta - 841851		6
	MP C6003 Cyan - 841852		6
HP Color LaserJet Pro MFP M277dw	HP 201A Black - CF400A	11	33
	HP 201A Cyan - CF401A		22
	HP 201A Yellow - CF402A		22
	HP 201A Magenta - CF403A		22
HP Color LaserJet Professional CP5225n	HP 307A Black - CE740A	2	2
	HP 307A Cyan - CE741A		2
	HP 307A Yellow - CE742A		2
	HP 307A Magenta - CE743A		2
HP Color LaserJet Pro MFP M479fdw	HP 414A Black - W2020A	30	60
	HP 414A Cyan - W2021A		60
	HP 414A Yellow - W2022A		60
	HP 414A Magenta - W2023A		60
HP LaserJet Pro MFP M428fdw	HP 59A Black - CF259A	18	36
HP Color LaserJet Enterprise flow MFP M880z	HP 827A Black - CF300A	34	102
	HP 827A Cyan - CF301A		102
	HP 827A Yellow - CF302A		102
	HP 827A Magenta - CF303A		102
	HP 828A Black Imaging Drum - CF358A		68
	HP 828A Cyan Imaging Drum - CF359A		68
	HP 828A Yellow Imaging Drum - CF364A		68
	HP 828A Magenta Imaging Drum - CF365A		68
	HP LaserJet Fuser Kit 240V - C1N54A		34
	HP LaserJet Transfer and Roller Kit - D7H14A		34
	HP LaserJet ADF Roller Replacement Kit - C1P70A		34
HP Color LaserJet 4700	HP 643A Black - Q5950A	3	3
	HP 643A Cyan - Q5951A		3
	HP 643A Yellow - Q5952A		3
	HP 643A Magenta - Q5953A		3

HP LaserJet Enterprise 500 color MFP M575	HP 507A Black- CE400A	1	4
	HP 507A Cyan - CE401A		4
	HP 507A Yellow - CE402A		4
	HP 507A Magenta - CE403A		4
HP Color LaserJet Pro MFP M281fdw	HP 202A Black - CF500A	1	4
	HP 202A Cyan - CF501A		4
	HP 202A Yellow - CF502A		4
	HP 202A Magenta - CF503A		4
HP LaserJet Pro 300 color MFP M375nw	HP 305A Black - CE410A	1	4
	HP 305A Cyan - CE411A		4
	HP 305A Yellow - CE412A		4
	HP 305A Magenta - CE413A		4
HP LaserJet Pro CP1525nw Color	HP 128A Black - CE320A	1	4
	HP 128A Cyan - CE321A		4
	HP 128A Yellow - CE322A		4
	HP 128A Magenta - CE323A		4
Ricoh MP 4504 Laser MFP (B/W)	MP 6054 Black - 842126	6	24
HP LaserJet P2055dn (B/W)	HP 05A Black - CE505A	14	28
HP LaserJet Enterprise 600 M601/M602/M603 (B/W)	HP 90A Black - CE390A	12	24
	HP LaserJet CF064A 240v Maintenance Kit		12
HP LaserJet Enterprise M605n	HP 81A Black - CF281A	2	4
HP LaserJet Enterprise M806	HP 25X Black - CF325X	3	6
HP LaserJet Pro 400 MFP M425dn/dw (B/W)	HP 80A Black - CF280A	21	42
HP LaserJet Pro MFP M426dw /M426fdn	HP 26A Black - CF226A	20	40
HP LaserJet Pro 400 Printer M401dn	HP 80A Black - CF280A	2	4
HP LaserJet Pro MFP M26nw	HP 79A Black - CF279A	4	8
HP LaserJet P2015dn (B/W)	HP 53A Black - Q7553A	8	16
HP LaserJet 1320 (B/W)	HP 49A Black - Q5949A	3	6
HP LaserJet P2035	HP 05A Black - CE505A	1	2
HP LaserJet Pro MFP M125a	HP 83A Black - CF283A	1	2
HP LaserJet P4515x	HP 64A Black - CC364A	3	6

Canon imageRUNNER 2545/2545i (B/W)	Canon C-EXV32 GPR34 2786B003AA	8	16
Canon imageRUNNER 2018 (B/W)	Canon C-EXV14 Black - 0384B006AA GPR-18	2	4
HP DesignJet Z2100 Photo	HP 70 Light Cyan - C9390A	1	4
	HP 70 Matte Black C9448A		4
	HP 70 Photo Black - C9449A		4
	HP 70 Light Gray - C9451A		4
	HP 70 Cyan - C9452A		4
	HP 70 Magenta - C9453A		4
	HP 70 Yellow - C9454A		4
	HP 70 Light Magenta - C9455A		4
HP Designjet Z5400 PostScript® ePrinter	HP 70 Matte Black C9448A	1	4
	HP 70 Photo Black - C9449A		4
	HP 70 Light Gray - C9451A		4
	HP 70 Cyan - C9452A		4
	HP 70 Magenta - C9453A		4
	HP 70 Yellow - C9454A		4
	HP 70 Light Magenta - C9455A		4

Toners and cartridges must be genuine/original.

ANNEX B - FINANCIAL PROPOSAL FORM ITB/HCR/ROK/2021/024
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**
Company
Name: _____ -

Printer Name	Toner Name	Estimate Annual Consumption	Unit Price in USD - DDP UNHCR Office in Khartoum	Total Price in USD
Ricoh MP C4504 Color Laser MFP	MP C6003 Black - 841849	16		
	MP C6003 Yellow - 841850	12		
	MP C6003 Magenta - 841851	12		
	MP C6003 Cyan - 841852	12		
	MP C6003 - Waste Toner Bottle - 416890	8		
Ricoh MP C4504ex Color Laser MFP	MP C6003 Black - 841849	8		
	MP C6003 Yellow - 841850	6		
	MP C6003 Magenta - 841851	6		
	MP C6003 Cyan - 841852	6		
HP Color LaserJet Pro MFP M277dw	HP 201A Black - CF400A	33		
	HP 201A Cyan - CF401A	22		
	HP 201A Yellow - CF402A	22		
	HP 201A Magenta - CF403A	22		
HP Color LaserJet Professional CP5225n	HP 307A Black - CE740A	2		
	HP 307A Cyan - CE741A	2		
	HP 307A Yellow - CE742A	2		
	HP 307A Magenta - CE743A	2		
HP Color LaserJet Pro MFP M479fdw	HP 414A Black - W2020A	60		
	HP 414A Cyan - W2021A	60		
	HP 414A Yellow - W2022A	60		
	HP 414A Magenta - W2023A	60		
HP LaserJet Pro MFP M428fdw	HP 59A Black - CF259A	36		
HP Color LaserJet Enterprise flow MFP M880z	HP 827A Black - CF300A	102		
	HP 827A Cyan - CF301A	102		
	HP 827A Yellow - CF302A	102		
	HP 827A Magenta - CF303A	102		
	HP 828A Black Imaging Drum - CF358A	68		
	HP 828A Cyan Imaging Drum - CF359A	68		

	HP 828A Yellow Imaging Drum - CF364A	68		
	HP 828A Magenta Imaging Drum - CF365A	68		
	HP LaserJet Fuser Kit 240V - C1N54A	34		
	HP LaserJet Transfer and Roller Kit - D7H14A	34		
	HP LaserJet ADF Roller Replacement Kit - C1P70A	34		
HP Color LaserJet 4700	HP 643A Black - Q5950A	3		
	HP 643A Cyan - Q5951A	3		
	HP 643A Yellow - Q5952A	3		
	HP 643A Magenta - Q5953A	3		
HP LaserJet Enterprise 500 color MFP M575	HP 507A Black- CE400A	4		
	HP 507A Cyan - CE401A	4		
	HP 507A Yellow - CE402A	4		
	HP 507A Magenta - CE403A	4		
HP Color LaserJet Pro MFP M281fdw	HP 202A Black - CF500A	4		
	HP 202A Cyan - CF501A	4		
	HP 202A Yellow - CF502A	4		
	HP 202A Magenta - CF503A	4		
HP LaserJet Pro 300 color MFP M375nw	HP 305A Black - CE410A	4		
	HP 305A Cyan - CE411A	4		
	HP 305A Yellow - CE412A	4		
	HP 305A Magenta - CE413A	4		
HP LaserJet Pro CP1525nw Color	HP 128A Black - CE320A	4		
	HP 128A Cyan - CE321A	4		
	HP 128A Yellow - CE322A	4		
	HP 128A Magenta - CE323A	4		
Ricoh MP 4504 Laser MFP (B/W)	MP 6054 Black - 842126	24		
HP LaserJet P2055dn (B/W)	HP 05A Black - CE505A	28		
HP LaserJet Enterprise 600 M601/M602/M603 (B/W)	HP 90A Black - CE390A	24		
	HP LaserJet CF064A 240v Maintenance Kit	12		
HP LaserJet Enterprise M605n	HP 81A Black - CF281A	4		
HP LaserJet Enterprise M806	HP 25X Black - CF325X	6		
HP LaserJet Pro 400 MFP M425dn/dw (B/W)	HP 80A Black - CF280A	42		
HP LaserJet Pro MFP M426dw /M426fdn	HP 26A Black - CF226A	40		
HP LaserJet Pro 400 Printer M401dn	HP 80A Black - CF280A	4		
HP LaserJet Pro MFP M26nw	HP 79A Black - CF279A	8		
HP LaserJet P2015dn (B/W)	HP 53A Black - Q7553A	16		
HP LaserJet 1320 (B/W)	HP 49A Black - Q5949A	6		
HP LaserJet P2035	HP 05A Black - CE505A	2		

HP LaserJet Pro MFP M125a	HP 83A Black - CF283A	2		
HP LaserJet P4515x	HP 64A Black - CC364A	6		
Canon imageRUNNER 2545/2545i (B/W)	Canon C-EXV32 GPR34 2786B003AA	16		
Canon imageRUNNER 2018 (B/W)	Canon C-EXV14 Black - 0384B006AA GPR-18	4		
HP DesignJet Z2100 Photo	HP 70 Light Cyan - C9390A	4		
	HP 70 Matte Black C9448A	4		
	HP 70 Photo Black - C9449A	4		
	HP 70 Light Gray - C9451A	4		
	HP 70 Cyan - C9452A	4		
	HP 70 Magenta - C9453A	4		
	HP 70 Yellow - C9454A	4		
HP Designjet Z5400 PostScript® ePrinter	HP 70 Light Magenta - C9455A	4		
	HP 70 Matte Black C9448A	4		
	HP 70 Photo Black - C9449A	4		
	HP 70 Light Gray - C9451A	4		
	HP 70 Cyan - C9452A	4		
	HP 70 Magenta - C9453A	4		
	HP 70 Yellow - C9454A	4		
		4		
Total in USD for One (01) Year				

PRICE QUOTED MUST BE EXCLUSIVE OF VAT

Required Information:

Delivery Time proposed by the supplier for **DDP** Incoterm: _____ (In Weeks)

Warranty: _____ (Minimum Six Months)

Validity of the offer: _____ (180 days)

Date of Offer: _____

Focal Person Name: _____

Focal Person Telephone Number: _____

Focal Person Email Address: _____

Signature: _____

Company Stamp:

ANNEX C - TECHNICAL EVALUATION CRITERIA ITB/HCR/ROK/2021/024

ANNEX C - TECHNICAL EVALUATION CRITERIA		
1	Sudanese Business Registration Certificate	Pass/Fail
2	Audited Financial Reports or Certified Bank Statement for the past 2 Years	Pass/Fail
3	Availability of all required items (All or none basis)	Pass/Fail
4	Experience in the supply of similar products. <i>Minimum 1 year: at least 2 contracts/ purchase orders/recommendation letters.</i>	Pass/Fail
5	UNHCR General Conditions of Contracts for the Provision of Goods - July 2018. <i>Acknowledged signed and submitted.</i>	Pass/Fail
6	UN Supplier's Code of Conduct. <i>Acknowledged signed and submitted.</i>	Pass/Fail

ANNEX D - BID DATA SHEET ITB-HCR-ROK-2021-024

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	19 September 2021, 23:59 Hrs. (Sudan Standard Time) BIDS TO BE MARKED:	
SUBMISSION OF BIDS:	SUPPLY AND DELIVERY FOR GENUINE TONER AND CARTRIDGES TO UNHCR OFFICE IN SUDAN	<u>BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, EMAIL OR COURIER</u> ATTN: SUPPLY AND DELIVERY FOR GENUINE TONER AND CARTRIDGES TO UNHCR OFFICE IN SUDAN INVITATION TO BID NO.: ITB-HCR-ROK-2021-024 SUPPLY AND DELIVERY FOR GENUINE TONER AND CARTRIDGES TO UNHCR OFFICE 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	
PRICE VALIDITY PERIOD:	180 DAYS	
SPECIFICATIONS:	THE SUBMISSION SHOULD COMPLY WITH THE SHARED TECHNICAL SPECIFICATION AND MUST TO BE GENUINE TONERS AND CARTRIDGES – A CERTIFICATE FOR PROVIDING GENUINE INK MUST BE SUBMITTED.	
DELIVERY SCHEDULE:	DELIVERY TIME: 1-2 Weeks	
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-SU@unhcr.org BEFORE 11:59 HRS on 15 September 2021 (CUT-OFF DATE FOR QUERIES). UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.	

ANNEX I - CALENDER OF ACTIVITIES ITB-HCR-ROK-2021-024

Tentative Calendar of Activities			
S/No:	Action Description	Date	
		From	To
1	Tender available to vendors	05 September 2021	19 September 2021
2	Closing date for Queries	05 September 2021	15 September 2021
4	Closing date for Submission	-	19 September 2021
5	Bid opening Date	20 September 2021	-
6	Technical and Financial Evaluation	21 September 2021	28 September 2021
7	Approval of Contract	29 September 2021	07 October 2021
8	Issuance of Purchase order		09 October 2021

Annex J - Technical Offer Form ITB-HCR-ROK-2021-024

Please complete this sheet and return the signed and stamped copy as part of your technical offer.

S. No.	Requirements	Included in your Submission? Please write Yes/No		
		YES	NO	Remarks if any
1	Business Registration Certificate in Sudan.			
2	Audited Financial Reports or Certified Bank Statement for the past 2 Years			
3	Availability of all required items (All or none basis)			
4	Experience in the supply of similar products. Minimum 1 year: at least 2 contracts/ purchase orders/recommendation letters.			
5	UNHCR General Conditions of Contracts for the Provision of Goods - July 2018. Acknowledged signed and submitted.			
6	UN Supplier's Code of Conduct. Acknowledged signed and submitted.			
What is your delivery time for below incoterms? - DDP incoterms:	 (In weeks)		
Do you offer warranty for minimum of 6 months?				
What is the validity of your offer in calendar days? UNHCR requires a minimum of 180 days	Calendar days		
Is your offer for Genuine/Original Toners and Cartridges?				

Company Name

Company Stamp

Date: _____