



UNHCR

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

DATE: 23 SEPTEMBER 2021

REQUEST FOR PROPOSAL: No. RFP/HCR/ROK/2021/025

FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR THE PROVISION OF GENERATORS
MAINTENANCE FOR UNHCR SUDAN OPERATION

CLOSING DATE AND TIME: 14 OCTOBER 2021 – 23:59 HRS SUDAN LOCAL 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 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), Khartoum, invites qualified service providers to make a firm offer for the provision of generators maintenance services for UNHCR offices in Sudan as below - **Bidders can quote for one or more/or for all lots & the offer must cover all locations per lot**

- **Lot 1 - Khartoum:** Khartoum.
- **Lot 2 - East Sudan:** Kassala – Gadarif - Girba.
- **Lot 3 - Darfur:** El Geneina - El Fashir – Nyala – Ed Daien – Zalingei.
- **Lot 4 - Kordofan:** Kadugli – EL Fula – Abu Jubaiha – Leri - El Obied.
- **Lot 5 - Kosti:** Kosti
- **Lot 6 - Blue Nile:** Damazine.

The successful contractor shall be contracted for a period of two years with the possibility of extension for another one year.

IMPORTANT:

Terms of Reference (TOR) are detailed in **Annex A** of this document.

It is strongly recommended that this RFP and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Sub-Contracting: Please take careful note of article 5 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:

RFP DOCUMENTS

The following annexes form an integral part of this Request for Proposal:

Annex A:	Terms of Reference (TORs)
Annex B:	Technical Evaluation Criteria
Annex C:	Financial Offer Form
Annex D:	UN Supplier Code of Conduct
Annex E:	UNHCR General Conditions of Contracts for the Provision of Services
Annex F:	Vendor Registration Form
Annex G:	Technical Offer Form

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2.2 ACKNOWLEDGMENT

We would appreciate you informing us of the receipt of this RFP by return e-mail to SUDKH-SU@UNHCR.ORG as to:

- Your confirmation of receipt of this Request for Proposal
- Whether or not you will be submitting a bid

IMPORTANT:

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

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this RFP by Email to SUDKH-SU@UNHCR.ORG or at +249 12509336 at UNHCR Representation Office -Supply Unit from 09:00 AM to 15:00 PM before **03 OCTOBER 2021** Sudan Local time.

IMPORTANT:

Please note that Bid Submissions are not to be sent to the e-mail address above.

UNHCR will compile the questions received and plans to respond to questions shortly after the query closing date. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

2.4 YOUR OFFER

Your offer shall be prepared in English.

Bidder must submit the proposal for locations.

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

IMPORTANT:

Submission of offer by the bidder to this RFP means acceptance of the following: -

- a) UNHCR General Conditions of Contracts for the Provision of Services – version 2018 (Annex E)
- b) UNHCR payment terms which is within 30 days after satisfactory implementation of services and receipt of documents in order

Please send your bid directly to the address provided in the “Submission of Bid” section 2.7) of this RFP.

Your offer shall comprise the following two sets of documents:

- Technical offer/Proposal – **Envelope No. 1**
- Financial offer - **Envelope No. 2**

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 Terms of Reference (TOR) of the services requested by UNHCR can be found in **Annexes A – Terms of References (TORs)**. Your technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

Mandatory Criteria:

- A. Company registration certificate.
- B. Financial Statements/audit reports from the past 3 years.
- C. Signed UNHCR’s General conditions of contracts for the provision and services – 2018 (Annex E).
- D. Signed UN Suppliers Code of Conducts

IMPORTANT:

Failure to send any of the above requested documents will result in disqualification of your offer from further evaluation.

Technical Proposal (Envelope No. 1) should contain information particularly covering the following bullet points and any other additional related information. Detailed Technical Criteria is available in the Technical Offer Form - **Annex G**.

- The technical evaluation criterion components in section 2.5 of this document

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- Bidder must understand and consult the specifications if required as mentioned above in Para (2.3) request for clarification.
- The prices quoted in the Proposal should remain firm during the tender and after awarding of the contract. No escalation in prices shall be accepted after the awarding of the contract.
- The bidder must be locally registered.

Vendor Registration Form: If your company is not already registered with UNHCR, you should complete, sign, and submit with your technical proposal the Vendor Registration Form - **Annex F**.

UNHCR General Conditions of Contract for Provision of Services (Version Jan 2018): Your Technical Proposal should contain your acknowledgement of the UNHCR General Conditions of Contracts for Services by signing - **Annex E**.

IMPORTANT:

No pricing information should be included in the Technical Proposal. Failure to comply may risk disqualification. The technical Proposal should contain all information required.

2.4.2 Content of the FINANCIAL OFFER

- Your separate financial offer must be in USD currency to be paid at a local Bank account.
- **Bidder can quote for one or more/ or for all lots.**
- **The Financial Offer must cover all locations per lot.**
- The Financial Offer must cover travel expenses for locations outside Khartoum.
- The Financial Offer is to be submitted as per the Financial Offer Form - Annex C.
- UNHCR is exempted from all direct taxes and therefore price must be given without VAT.

IMPORTANT:

You must clearly indicate on the attached format both your minimum and or normal rates per activity for all activities listed. Exclusion of an activity may result in exclusion of your response from the evaluation process.

Taking in consideration the current economic situation in the country you are requested to hold your **offer valid for [180] days** from the deadline for submission. UNHCR will make its best effort to select an organization within this period. UNHCR's standard payment terms are within 30 days after satisfactory implementation of services and receipt of documents in order.

The cost of preparing a Proposal 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 Technical and Financial evaluation:

For the award of this project, UNHCR has established evaluation criteria which governs the selection of offers received. Evaluation is made on a technical and financial basis.

[There are 4 mandatory criteria that must be met by the bidder to be qualified for further consideration. These mandatory pre-conditions are not ratable components of the technical offer but are evaluated using a pass/fail evaluation.]

Mandatory Criteria	Pass/Fail
A. Company Registration Certificate in Sudan	
B. Financial Statements/audit reports from the past 2 years	
C. Signed UNHCR's General Conditions of Contracts for the Provision of Services – 2018	
D. Signed UN Suppliers Code of Conduct	

IMPORTANT:

Failure to send any of the above requested documents will result in disqualification of your offer from further evaluation.

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The points assigned to each component is determined in advance as follows:

The Technical offer will be evaluated using inter alia the following criteria and percentage distribution: [60] points from the total score.

Technical evaluation criteria	Score
1. The Bidder's qualifications & Capacity	40
2. Proposal Work Plan and Approach	20
Total:	60

The Technical offer score will be calculated according to the points distribution for the technical and financial offers.

The cut-off point (Passing Score) for submissions to be considered technically compliant will be [30 points out of the 60 points].

Clarification of Proposals:

To assist in the examination, evaluation, and comparison of proposals UNHCR may, at its discretion, ask the Bidder for clarification on the content of the proposal. The request for clarification and the response shall be in writing. No change in price or substance of the proposal shall be sought, offered, or accepted.

Financial Evaluation of Proposals

The financial proposal will only be evaluated if the technical proposal achieves a minimum of 30 points of the total allocable points for the technical evaluation. Proposals failing to obtain this minimum threshold will not be eligible for further consideration. The maximum number of points for the price component is 40 points of the total obtainable points. This maximum number of points will be allocated to the lowest price proposal. All other price proposals will receive points in inverse proportion according to the following formula:

$$\text{Points for the price component of a proposal being evaluated} = \left(\frac{[\text{Maximum number of points for the price component}] \times [\text{Lowest price}]}{[\text{Price of proposal being evaluated}]} \right)$$

Criteria for selection of the best Proposal:

Combined scoring method: The Technical Proposal will be weighted a maximum of 60 points and combined with the Financial Proposal which will weight a maximum of 40 points.

The evaluation and selection committee will consider the technical merits in accordance with the scoring system; however, it will not select a Proposal or award on the basis of a superior capability without consideration of price.

UNHCR reserves the right to award without clarifications and/or discussions.

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; and
- b) If there is a discrepancy between the amounts in figures and in words, advantage will be given to the amounts in words.

If the correction(s) leads to a different total cost, this new total cost will be evaluated against other technically acceptable Proposals and considered as being part of the Best Value evaluation and selection. UNHCR reserves the right to reject the Proposal if the technically acceptable applicant does not accept the correction of mistakes in the budget by UNHCR.

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, labor, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

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2.6 SUBMISSION OF PROPORSAL:

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.

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 20 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. **RFP/HCR/ROK/2021/025**

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: RFP/2021/025 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.: RFP/HCR/ROK/2021/025 FOR THE PROVISION OF GENERATORS MAINTENANCE SERIVCES FOR
UNHCR SUDAN OPERATION

UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD KHARTOUM

IMPORTANT TO NOTE: The submission is based on a 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: 14 OCTOBER 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.

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.

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Please note that UNHCR is not bound to select any of the company submitting bids and does not bind itself in any way to select the company 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 RFP will be made in USD. Payment will be made in accordance with the General Conditions for the Purchase of Goods and Services in the currency in which the PO is issued. Payments shall only be initiated after confirmation of satisfactory receipt of goods by UNHCR business owner.

UNHCR can only facilitate payments through the local banks and not banks outside of Sudan

2.10 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION SERVICES

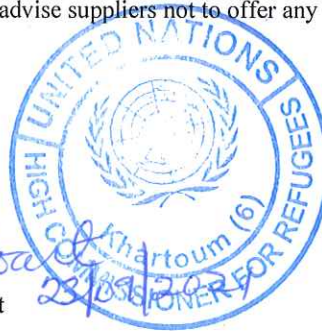
Please note that the General Conditions of Contracts - **Annex E** will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.

2.11 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.

Signature

Alexander B. Woart



Supply Officer
UNHCR Khartoum Representation Office

Annex A: Terms of Reference

RFP-HCR-ROK-2021-025

Frame Agreement for Generator Maintenance Services for UNHCR Sudan Operation

I. LOCATION

The selected contractor shall perform on a regular basis, preventive maintenance and servicing of generator sets installed in UNHCR office compounds and staff member homes as per manufacturer's recommendations and as agreed between the two parties.

II. MAINTENANCE FREQUENCY, TASKS AND RECORDS KEEPING

A. To minimize unplanned downtimes, the contractor shall pay visits to monitor health and usage of generators as per below schedule:

- Regular visits at UNHCR premises and UNHCR staff residence every 3 days to check and clean the generator from outside and remove the dust from inside (if any).
- Emergency visit for any faulty problem and the technician should be stand by 24/7

B. Periodical Maintenance

The contractor shall perform all necessary service and preventive maintenance tasks as per the manufacturer's recommendations to ensure the proper operation of the Genset.

Service A: Every 100 Hours

- Clean engine
- Drain fuel filter of water sediment
- Clean air filter (to be cleaned immediately after the dust storm regardless of hours)

Service B: Every 200 Hours

- Service "a", plus
- replace oil filter
- Change oil with suitable lubricant to suit the generator with specific gravity as per manufacturer's recommendation and instruction as per user's manual.

Service C: Every 400 Hours

- Service "B", plus
- Change fuel filter provided that the fuel (diesel) gravity is clean without any sediments.

Note : The air filter needs replacement after 5000 Hrs, but to be cleaned by air pressure every 100 hrs.

- C. The contractor shall be arranging fueling for the generators in UNHCR premises and shall check the level of fuel for the generators in homes of UNHCR staff to ensure fuel is not below 40% of the tank capacity.

- D. The selected contractor will keep updated maintenance records of all generator sets located in the office compound and the residence of staff. A detailed report (typed in English) for maintenance of generators shall be provided to UNHCR Admin as per the scheduled visits.
- E. In addition to the above tasks, the Contractor will perform service tasks, inspection and general checkups for generators and shall ensure generators are running in good condition on basis of bi-weekly visits as per the agreed schedule. The tasks include but not limited to:
- Battery testing and check on the acid concentration.
 - Fuel tanks, fuel pipes, water fuel separator, shall be checked and repaired for any leakage.
 - Cleaning the external body of Radiator.
 - Cooling System (COOLANT LEVEL, RADIATOR, RAD.CAP, RAD HOSES, FAN, BELT, WATER PUMP, TEMP REGULATOR AND TEMP. INDICATOR).
 - Lubrication (Oil Level, Oil Lines, Press. Gauge, Breather, Oil filter and Oil leak).
 - Intake and Exhaust System (Air Cleaner, Intake Connection, Turbo charger, exhaust. Connection, Manifold SYUD & NUTS, Smoke Color).
 - Fuel System (Fuel Tank Cap, Fuel Lines, Water Separator, Fuel Filter, Fuel Injection Pump, Fuel Transfer Pump, Fuel Priming Pump and Fuel Cover).
 - Electrical System (Battery, Batt Terminals, Electrolyte level, Engine protection, Alternator Con. Starter Motor, Magnetic Piche-Up, Generator output, Generator Breakings, Voltmeter, Frequency Meter, Ammeter, Alternator, Alternator belt, Alternator Fan, Protection System, Circuit Breaker and Control Panel).
 - The main change Switch ATS/MANUL and Power Cables.
- F. If any action done like replacing faulty items (water pump, DC alternator, Starter...etc.) Contractor shall send a repair cost of it including spare parts prices and shall replace defective electrical or mechanical parts only when receiving a confirmation from UNHCR.
- G. Supplier shall immediately recommend to the first party a list of parts which it deems necessary for the proper and reliable operation of generators for the contract.
- H. Supplier should submit a service report on the condition of the Genset following each periodic visit performed describing the work carried out and any remarks or recommendation.
- I. Supplier should respond to any emergency call made by UNHCR in case of failure of Genset.
- J. The selected contractor shall provide for generators; oil filters, fuel filters and lubricating oil for the three changes and air filters for one change per generator.

III. FUEL CONSUMPTION, DIESEL AND HOURAGE MONITORING MECHANISM

The selected contractor shall put in place monitoring systems to all locations (UNHCR Premises and Residence places) Major parameters to be monitored are diesel consumption, time and engine operation mode, volume, and temperature of diesel.

IV. WARRANTY

The service provider for the maintenance and repairs of the Generator is liable for any improper installation/ repairs that may cause damage during and after the installation/Repairs. The materials used must be of very good quality and the installation done with due diligence.

V. COMMONLY REPLACEABLE PARTS

The cost of the parts will be paid separately. The spare parts quoted for and eventually used must be original parts manufactured by the manufacturer of the gen set (in the contract to be signed later- Parts must be inspected and certified by UNHCR on each service before replacement). In case, if the parts are procured from the third party, the supplier will be reimbursing an actual cost upon presentation of the “3rd party purchase”. Any third-party payment in SDG could not be converted to USD.

Item	Works Description	Service A (Every 100 hrs)	Service B (Every 200 hrs)	Service C (Every 400 hrs)
Fuel supply system	Change Air filter	EVERY	5000 Hours	
	Change Fuel filter			√
	Clean the fuel tank & inlet			√
	Check fuel line	√		
Lubrication system	Check crankcase	√		
	Change Oil		√	
	Change Oil filter		√	
Cooling system	Check & clean radiator		√	
	Change cooling water		√	
	Check cooling fan belt tension		√	
Others	Clean Air filter	√		
	Adjust Valve clearance	√		
	Check all important bolts & nuts	√		
	Check Injection pump	√		
	strainer of fuel lift pump	√		
	Check the battery	√		
	Clean turbo chargers	√		
	Check alternator & starter motor	√		
	Check fuel injector pressure	√		
	Clean sediment chamber & strainer of fuel lift pump	√		

Note : The fuel tank for the office generators to be filled in by the contractor.

VI. List of Generators

Region	Location	Generator Size	Quantity
Khartoum	Khartoum	570 KVA - 550 KVA - 30 KVA	3
East Sudan	Kassala	250 KVA - 200 KVA - 50 KVA*2 - 30 KVA*2	6
	Gadarif	500 KVA - 100 KVA - 80 KVA - 50 KVA - 45 KVA*8 - 30 KVA*1 - 10 KVA*2	15
	Girba	165 KVA - 60 KVA*2	3
Darfur	El Geniena	200 KVA - 150 KVA - 100 KVA*2	4
	EL Fashir	200 KVA	4
	Nyala	150 KVA - 100 KVA - 50 KVA - 45 KVA	4
	El Daien	150 KVA*2 - 100 KVA*2	4
	Zalengei	60 KVA	2
Kordufan	Kadugli	80 KVA	2
	El Fula	80 KVA - 30 KVA - 10 KVA - 33 KVA - 80 KVA	5
	Abu Jubaiha	45 KVA - 33 KVA	2
	Leri	20 KVA	1
	El Obied	33 KVA - 20 KVA	2
Kosti	Kosti	200 KVA*2 - 150 KVA - 80 KVA - 50 KVA	5
Damazine	Damazine	2.25 KVA - 45 KVA	2
Total Number of Generators			64

Annex B: Technical Evaluation Criteria

RFP-HCR-ROK-2021-025

Generators Maintenance Services for UNHCR Sudan Operation

Mandatory Evaluation Criteria	
Company Registration Certificate in Sudan	PASS/FAIL
Financial Statements/audit reports from the past 2 years	PASS/FAIL
Signed UNHCR's General Conditions of Contracts for the Provision of Services – 2018	PASS/FAIL
Signed UN Suppliers Code of Conduct	PASS/FAIL
Technical Evaluation Criteria (Total of 60 Points)	
<p>The Bidder's qualifications & Capacity (40 Points). <i>(Bidders are required to provide evidence of adequate experience of the firm and technical staff/engineers).</i></p>	<p>Must provide Four (04) reference from Corporate Clients/UN Agencies/NGOs where they have provided services of similar nature (similar refers to terms of reference) for the last five years. As a proof Bidder should provide: <u>Four (04) Contracts/Frame Agreements/ Long Term Agreements for projects meeting UNHCR required terms of reference. (0-20 Points)</u></p> <p>Must provide a list of three (04) key staff which with relevant qualifications to be engages for the assignment. <u>Must attach three (03) CVs and relevant copies of academic and professional certificates for each staff. (0-20 Points)</u></p>
<p>Methodology and Work Plan (20 Points). <i>(Bidders are required to provide evidence of understanding of UNHCR requirements and shows their workplan to conduct the services).</i></p>	<p>General understanding by the bidder of UNHCR requested services. <u>Bidders must return signed and stamped UNHCR TORs. (10 Points).</u></p> <p>The bidder should provide a detailed methodology and work plan describing how they will provide the services in order to meet UNHCR requirements with regard to:</p> <ol style="list-style-type: none"> 1. Principle of work statement and details of how work shall be performed managed and reported (4 Points). 2. Assigned of manpower (4 points). 3. Provision of backup and emergency services when required (4 points). 4. Reporting and incidents attendance plan (4 points). 5. Bidders to provide details on how they will mitigate risk to ensure that services to UNHCR are not interrupted (4 points).

Annex C: Financial Offer Form
RFP-HCR-ROK-2021-025
Generators Maintenance Services for UNHCR Sudan Operation

Region	Location	Generators Size	Number of Generators	Periodic Preventive Maintenance fees per Month for ALL Generators in each Location in USD	On-Call Curative Maintenance fees per Location in USD	Generator Size	Installation Fees per Generator in USD
Khartoum	Khartoum	570 KVA - 550 KVA - 30 KVA	3			570 KVA	
East Sudan	Kassala	250 KVA - 200 KVA - 50 KVA *2 - 30 KVA *2	6			550 KVA	
	Gadarif	500 KVA - 100 KVA - 80 KVA - 50 KVA - 45 KVA *8 - 30 KVA *1 - 10 KVA *2	15			350 KVA	
	Girba	165 KVA - 60 KVA *2	3			200 KVA	
Darfur	El Geniema & GH	200 KVA - 150 KVA - 100 KVA *2	4			150 KVA	
	EL Fashir	200 KVA	4			100 KVA	
	Nyala & GH	150 KVA - 100 KVA - 50 KVA - 45 KVA	4			80 KVA	
	El Daien & GH	150 KVA *2 - 100 KVA *2	4			60 KVA	
Kordufan	Zalengei	60 KVA	2			45 KVA	
	Kadugli	80 KVA	2			30 KVA	
	El Fula	80 KVA - 30 KVA - 10 KVA - 33 KVA - 80 KVA	5			20 KVA	
	Abu Jubaiha	45 KVA - 33 KVA	2			10 KVA	
	Leri	20 KVA	1			5 KVA	
Kosti	El Obied	33 KVA - 20 KVA	2				
	Kosti	200 KVA *2 - 150 KVA - 80 KVA - 50 KVA	5				
Damazine	Damazine	2.25 KVA - 45 KVA	2				
Total Number of Generators			64				

* Rates MUST cover Travel and Accommodation Expenses.
 * Please indicate ONE Rate per Month covers ALL Generators in each Location for the Periodic Preventive Maintenance.
 * Please indicate ONE Rate per Location for the On-Call Curative Maintenance.
 * Please indicate Installation Fees per Generator Size

Company Name:
 Focal Person Name:
 Focal Person Tele & Mobile Number:
 Offer Date:
 Company Stamp:

Annex G: Technical Offer Form

RFP-HCR-ROK-2021-025

Generators Maintenance Services for UNHCR Sudan Operation

Mandatory Evaluation Criteria	Available (Pass)	Not Available (Fail)
Company Registration Certificate in Sudan	PASS/FAIL	
Financial Statements/audit reports from the past 2 years	PASS/FAIL	
Signed UNHCR's General Conditions of Contracts for the Provision of Services – 2018	PASS/FAIL	
Signed UN Suppliers Code of Conduct	PASS/FAIL	
Technical Evaluation Criteria (Total of 60 Points)	Available	Not Available
<p>Must provide Four (04) reference from Corporate Clients/UN Agencies/NGOs where they have provided services of similar nature (similar refers to terms of reference) for the last five years. As a proof Bidder should provide: <u>Four (04) Contracts/Frame Agreements/ Long Term Agreements for projects meeting UNHCR required terms of reference. (0-20 Points)</u></p> <p>Must provide a list of three (04) key staff which with relevant qualifications to be engages for the assignment.</p> <p><u>Must attach three (03) CVs and relevant copies of academic and professional certificates for each staff. (0-20 Points)</u></p>		
<p>The Bidder's qualifications & Capacity (40 Points). <i>(Bidders are required to provide evidence of adequate experience of the firm and technical staff/engineers).</i></p>		
<p>Methodology and Work Plan (20 Points). <i>(Bidders are required to provide evidence of understanding of UNHCR requirements and shows their workplan to conduct the services).</i></p>		

Company Name:

Company Focal Person Name:

Company Focal Person Tele and Email Address:

Date:

Company Stamp: