

DATE: 30 September 2021

REQUEST FOR PROPOSAL: No. RFP/HCR/SC/GSO/2021/004

Establishment of Framework Agreement for Provision of Vehicle Rental Services for UNHCR Sub Office Gedarif in East Sudan

CLOSING DATE AND TIME: 21 October 2021 i.e. Thursday 17:00 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. 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) Sub Office Gedarif – East Sudan, invites qualified suppliers' providers to make a bid for the establishment of frame agreement for the provision of vehicles rental services for UNHCR Sub Office Gedarif – in East Sudan.

IMPORTANT:

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

UNHCR may award a Framework Agreement for the agreed period of the contract. The successful bidder will be requested to maintain their quoted price model for the entire duration of the contract.

Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase a minimum quantity of goods / services. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders Service Contract. Duration of service may vary and will depend on the actual requirements and funds available, regulated by issuance of a Purchase Orders against the One-time Service Contract.

Other United Nations Agencies, Funds and Programs 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 contract with other UN Agencies.

IMPORTANT:

When a contract is awarded, either party can terminate the contract only upon 30 days' notice, in writing to the other party.

The initiation of conciliation or arbitral proceedings in accordance with **article 19** "settlement of disputes" of the UNHCR General Conditions of Contracts for provision of Goods and Services (July 2018 version) shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

It is strongly recommended that this Request for Proposal 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:

2.1. RFP DOCUMENTS

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

Annex A:	Terms of Reference Vehicle Rental Services
Annex B	Financial Offer Sheet
Annex C:	Vendor Registration Form
Annex D:	UNHCR General Conditions of Contracts for the Provision of Services – 2018
Annex E:	UN Global Compact – 10 Principle.
Annex F:	Supplier code of conduct

2.2 ACKNOWLEDGMENT

We would appreciate your 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 RFP
- Whether you will be submitting a bid or not.

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 or any question in respect of this RFP by e-mail to hassabel@unhcr.org with CC: to dahab@unhcr.org and eldukhei@unhcr.org. The deadline for receipt of questions is on **17:00 HRS on 13 October 2021** Sudan Standard Time. Bidders are requested to keep all questions concise.

IMPORTANT:

Please note that Bid Submissions are **NOT** to be sent to the e-mail address above. Bid Submissions sent directly to the e-mail address above will result in disqualification of the offer.

UNHCR will reply to the questions received as soon as possible by email to all invited bidders.

IMPORTANT:

Address: UNHCR Gaderif Sub Office located at Alasra area at Plot 33, Block 2 and the adjacent empty land located on Plot 40 Block 2 respectively, Gedarif Town, Sudan.

The following are the UNHCR Focal Points:

1. Field Security Advisor, Email address: alrashda@unhcr.org – Cell #: +249 9 1128 4013
2. Admin Associate, Email address: hassabel@unhcr.org – Cell #: +249 9126 14899

2.4 YOUR OFFER

Your offer shall be prepared in English.

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

IMPORTANT:

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than the submission e-mail address will result in disqualification of the offer. Please send your bid directly to the submission email address provided in the “Submission of Bid” section 2.6) of this RFP.

IMPORTANT:

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

Your offer shall 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 Terms of Reference (ToR) of the services requested by UNHCR can be found in **Annexes A**. For the detailed specifications about the vehicles and related accessories please thoroughly go through the **Annex A**. Clearly state and disclose any discrepancies with the specifications given.

Your technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

Description of the company and the company’s qualifications

A description of your company with the following documents: company profile, registration certificate and last audit reports:

- Year founded.
- If multi location company, specify headquarters location;
- Number of similar and successfully completed projects;
- Number of similar projects currently underway;
- Total number of clients;

Include any information that will facilitate our evaluation of your company’s substantive reliability, financial and managerial capacity to provide the services.

Understanding of the requirements for goods, services, proposed approach, solutions, methodology and outputs

Any comments or suggestions on the ToR’s as well as your detailed description of the manner in which your company would respond to the ToR:

- A description of your organization’s capacity to provide the goods / services.
- A description of your organization’s experience in the provision of services.
- Compliance to the requirements stated on the ToR.

Technical Evaluation will be based on the scoring criteria as given in the table below regarding the Firm’s approach to the project, experience record, personnel capabilities as demonstrated by the firm’s responses in this section.

Following scoring criteria shall be followed to evaluate the technical capability of firms for undertaking the desired projects considering the below:

S#	Requirement	Total Points
1	A description of your company with the following documents: (i) company profile, (05 points) (ii) registration certificate and (05 points) (iii) Tax return certificate. (05 points)	15
2	Understanding of the requirements for vehicle rental services, proposed approach, solutions, methodology and outputs, <ul style="list-style-type: none"> Any comments or suggestions detailed description of the manner in which your company would respond to the Terms of Reference (05 points) A description of your organization's capacity to provide the required vehicle rental services. (05 points) A description of your organization's experience in the provision of vehicle rental services. (05 points) Compliance to the requirements stated on the ToRs (05 points) 	20
3	Provision of list of vehicles 2016 and above with their types, insurance and registration documents in the name of the company and express the capacity to facilitate UNHCR the total number of vehicles per day per trip per location as per the ToR. (Each Vehicle = 05 points x 5 = 25 points)	25
4	Company Experience of at least three (3) years in providing similar services of provision of rental vehicle (of similar magnitude). (each year will have equal scoring point out of 05 points) Provide proof of similar works by providing at least 3 major clients preferably UN/INGOs. Proof could include contract award letters, signed and stamped certificates of completion or purchase orders (10 score will be awarded for three client. Less than 03 will have deduction)	25
5	Bank statement for the last six months starting from Jan 2021 to June 2021	10
6	Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Services by signing (Annex D) . (5 points)	5
Grand Total		100

For consultancy services: The bidders have to show that they can provide the adequately skilled people to assume the responsibilities and perform the full range of tasks included in the ToRs. No substitutions will be made without prior written consent from UNHCR. Please note that it is the responsibility of the service provider for the provision of the relevant visa and work permits for the proposed resources. UNHCR can assist by issuing attestation letters for a specified time frame, during the duration of the project. The company shall guarantee that the services will be uninterrupted for the duration of the contract. Absences due to an emergency situation need to be approved by UNHCR and a solution agreed so that the on-going project is not adversely affected.

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 C)**.

If your company is already registered with UNHCR, please submit an empty Vendor Registration Form clearly indicating your UNHCR Vendor ID.

UNHCR General Conditions for Provision of Services: Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Services by signing Annex D.

However, please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for Provision of Goods and Services.

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in US Dollars. The financial offer must cover all the goods / services to be provided (price "all inclusive").

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.

UNHCR is exempt from all direct taxes and customs duties. With these regards, price has to be given without VAT.

You are requested to hold your offer valid for **90** days from the deadline for submission. UNHCR will make its best effort to select a company within this period. 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 and site visit, is not reimbursable nor can it be included as a direct cost of the assignment. Any activity undertaken or expenses incurred in preparation of a contract before an actual contract is signed shall be borne by the Bidder. An advance notice or information of award is not to be considered as a contract.

UNHCR will not provide any advance payments or payments by letter of credit. The standard payment terms are by bank transfer net thirty (30) days after acceptance of contractor's invoice and delivery of the goods and services to and/or acceptance by UNHCR.

2.5 BID / PROPOSAL EVALUATION:

Each proposal from a Bidder will be considered separately and independently. Bidders shall submit a complete proposal for each solicitation in which they wish to participate. References to previous or on-going proposals will be not considered. Award of a previous contract with UNHCR will not be considered in itself as a preference or guarantee for the award of future solicitations on the same subject.

2.5.1 Supplier Registration:

The qualified supplier(s) 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.

Failure to provide the abovementioned documentation, might lead to disqualification.

2.5.2 Technical and Financial evaluation:

For the award of this project, UNHCR has established evaluation criteria which govern the selection of offers received. Evaluation is made on a technical and financial basis. The percentage 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: **70%** from the total score:

The Technical offer score will be calculated according to the percentage distribution for the technical and financial offers. The technical offer will be 70%

The cut-off points for submissions to be considered technically compliant will be **65 points** out of **100 points**.

The **Financial offer** will use the following percentage distribution: **30%** from the total score.

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 baseline Criteria.

The maximum number of points will be allotted to the lowest price offer that is opened and compared among those technically qualified firms. All other price offers will receive points in inverse proportion to the lowest price; e.g. $[\text{total Price Component}] \times [\text{US\$ lowest}] \div [\text{US\$ other}] = \text{points for other supplier's Price Component}$.

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.

Clarifications of Proposals:

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

2.6 SUBMISSION OF BID:

The offers must bear your official letter head, clearly identifying your company and UNHCR proposal reference number **RFP/HCR/SC/GSO/2021/004** with its project titles.

By e-mail:

Bids should be submitted by e-mail and all attachments should be in PDF format. (Copies of the PDF format documents may, as an addition be included in Excel or other formats etc.).

The Technical and Financial offers shall be clearly separated.

The Technical offer should be sent by E-mail ONLY to: SUDKHTO@unhcr.org

The Financial offer should be sent by E-mail ONLY to: SUDKHFO@unhcr.org

It is your responsibility to verify that all e-mails/documents have been received properly before the deadline. Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of [8] Mb so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in e-mail subject field:

Bid [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: RFP/2021/001 Company ABC (email 1 of 3)

SUBMISSION OF OFFERS BY COURIER / POST OR HAND DELIVERY:

Bids should be submitted in a sealed envelope, addressed as below, and dropped in the tender box located at the reception center of UNHCR Representation Office Khartoum in Sudan no later than **21 October 2021 i.e. Thursday by 17:00 Hrs Sudan time.**

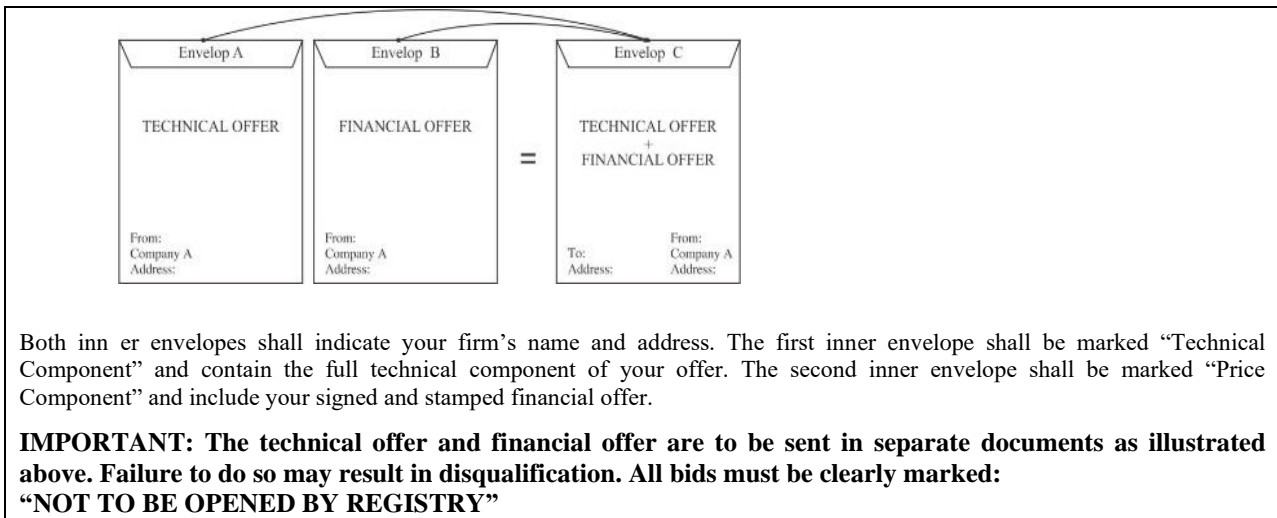
Attention:

TO: THE SECRETARY LOCAL COMMITTEE ON CONTRACTS,
UNHCR REPRESENTATION OFFICE KHARTOUM-SUDAN.

Title: REQUEST FOR PROPOSAL NO: **RFP/HCR/GSO/2021/004** for Establishment of FA for the provision of vehicle rental services in UNHCR Sub office Gedarif – East Sudan

Address: UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM,
ALONG AHMED KHEIR STREET, KHARTOUM

IMPORTANT TO NOTE: The Technical and Financial offers shall be clearly separated and submitted as illustrated below.



Deadline for Submission of your offers is: 21 October 2021 i.e. Thursday by, 17:00 HRS

IMPORTANT: Any bids received after this date or sent in another format or address other than the described above 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 technical offer and financial offer are to be sent in separate envelope as illustrated above. Failure to do so may result in disqualification.

2.7 BID / PROPOSAL ACCEPTANCE:

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

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

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

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

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

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

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

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

2.10 OFFICIAL NOT TO BENEFIT

The attention of the prospective bidder is drawn to Article 6 of the attached General Conditions of Contract for the provision of services which states:

“OFFICIAL NOT TO BENEFIT: The Contractor warrants that it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Contract or the award thereof to any representative, official, employee, or other agent of UNHCR. The Contractor acknowledges and agrees that any breach of this provision is a breach of an essential term of the contract.”

3.0 ADDITIONAL INFORMATION TO BIDDERS

1. Participation in this RFP is free of charge or any other costs or any obligations. In this respect, your firm is requested to report to the under-signed should any solicitations occur.
2. Incomplete offers or offers which do not comply with any or part of our tender conditions may not be considered.
3. In most cases, UNHCR does not make any advance payments. Payments will be promptly affected within 30 days upon receipt of the original invoice and required documents. UNHCR does not undertake to pay by letter of credit or in advance of delivery. UNHCR will not be responsible for any bank charges.
4. There will be liquidated damages equivalent to a deduction of 0.1% per day or part thereof for late completion of works and/or late delivery of the goods/services due to fault on the part of the company.
5. UNHCR will not be responsible for or pay any expenses or losses which may be incurred in the preparation of your bid.
6. No alteration should be made to this RFP document or its annexes, if provided; all the blanks must be filled and attested with sign and stamp of the company.
7. Notwithstanding UNHCR reserves the right to reject any tender that is non-compliant. Also, UNHCR reserves the right to seek further written clarification from the bidder on any matter related to the offer.
8. **UNHCR HAS THE RIGHT TO REJECT ANY OR ALL BIDS.**
9. All UNHCR vendors shall adhere to the highest ethical standards, both during the bidding process and throughout the execution of the project.

Signature

Syed Shabbir Hussain
Supply officer (On Mission)
UNHCR Sub-office Gedarif

ANNEX A – TERMS OF REFERENCE AND AGREEMENT**RFP No: RFP/SC/GSO/2021/004****Establishment of Framework Agreement for provision of vehicles rental services for UNHCR
Gedarif Office****CLOSING DATE AND TIME: 21 October 2021 i.e. Thursday 17:00 HRS**

The Sub-office of United Nations High Commissioner for Refugees (UNHCR) in Gedarif – East Sudan wants to enter into a Frame Agreement with one or more suppliers for the provision of Vehicle Rental services.

The objective of this request for proposal (RFP) is to establish a framework agreement with a professional and dedicated vehicle rental service provider in Gedarif – East Sudan to cater the daily emergency staff movement needs of Sub-office Gedarif. Any resulting contract (hereinafter called “the Contract”) shall be non-exclusive. The Frame Agreement (FA) is for an initial duration of five (05) months, potentially extendable for the period of one (01) additional months, at the discretion of UNHCR, subject to satisfactory performance of the Contractor and UNHCR requirement for the provision of the Services.

OVERVIEW OF SERVICES:

The Vehicle rental Company shall provide on a priority basis the following services:

- As and when requested by UNHCR, perform swiftly by transporting staff from UNHCR Sub-office Gedarif to the point of destinations and vice-e-versa as specified below.
- This will include driver and vehicle with fuel and other means necessary to perform the transport and related services in accordance with best commercial practice.

DESTINATIONS:

The rental service is required from **Gedarif** to but not limited to the following destinations:

UM RAKUBA - TUNAYDBA - QALAA AL NAHAL - DOKA – KASSALA - KHARTOUM -
AL JAZEERA STATE – BASINGA - BASUNDA AND HAMDAYEET, VILLAGE 8

REQUIRED TYPE OF VEHICLES:

No.	Types of Vehicle	Model (Year)	Max Capacity (Passenger)	Qty
1.	HiAce Van	2016 & above	15	02
2.	Station Prado	2016 & above	07	02
3.	Single Pick-up	2016 & above	03	01

Note: The company should provide the vehicle model, type, condition separately on the company's letterhead.

SCOPE OF SERVICES:

The following will be the scope of services and the company shall adhere to at any given time.

1. Vehicle Requirement: -

- a) Excellent condition and not older than 2016 model.
- b) Chilled AC.
- c) Min. 2.5 Liters diesel engine or more

- d) Valid registration
- e) Two spare wheels
- f) Airbags: driver and passenger side
- g) Complete toolkit,
- h) Wheel change kit,
- i) Battery jumper cable,
- j) Vehicle tow cable,
- k) First Aid box,
- l) 1 KG Fire extinguisher,
- m) Functional seat belts (front & rear)
- n) Vehicle tracking system is desirable but not mandatory.

Replacement of Vehicle in Case of Breakdown:

The car rental company will be responsible to ensure that the cars provided to UNHCR are fully maintained and are physically in absolute perfect condition & fit for travelling. However, in an event that a car breaks down, the car rental company will arrange for its immediate replacement without delays within 12 hours. In case of remote site/area, reasonable travel time (not more than 24 hours) will be allowed to the car rental company to send the replacement, otherwise no payment of rental fees will be applicable until such time when replacement car reach the destination.

3. Fuel:

The car rental company will ensure refueling of vehicles. However, other options will be considered if proposed by the service provider. UNHCR requires vehicles to be handed over with a full tank of fuel.

4. Insurance:

All vehicles must be comprehensively insured. In case of change of vehicles, the new vehicle should also have insurance else the vehicle will not be accepted.

5. Drivers:

The following conditions of engaged drives with the vehicle must be ensured:

- I. Must have a valid and appropriate driving license.
- II. Minimum 3 years of relevant driving experience and educated enough to read, write, and speak English
- III. Familiar with the local routes and traditions/customs/language of area of travel.
- IV. No off days/holidays will be allowed in case of weekly and monthly hiring for the field. In case while on duty with UNHCR, a driver needs to proceed on leave, the company will provide immediate replacement fulfilling conditions of engaging the driver.
- V. The company will ensure that the driver is fully conversant with the intended location/ area before embarking on the journey.
- VI. The firm will be responsible for the behavior/actions of the drivers and will be responsible to provide the immediate replacement in case of complaints/misconduct.

- VII. Company must ensure the physical fitness of the driver. The driver must possess a mobile phone with sufficient credit at all times to ensure communication.
- VIII. Driver's movement is under UNHCR permission.

6. Travel Allowances & Accommodation:

UNHCR will not oblige to provide any travel related allowance, accommodation or boarding and lodging arrangements to any driver. However, subject to availability of accommodation the driver may stay with the team if circumstances allow so.

7. Logbook:

Firm must maintain a logbook for each travel containing the complete travel details with mileage and locations. The daily travel must be signed by UNHCR employee in the logbook. These details must be provided to UNHCR along with invoice. No invoice shall be entertained without copy of duly signed logbook.

8. Areas of Service:

The areas of service East Sudan states as mentioned above.

9. Responsibility for losses:

UNHCR Sub Office Gedarif will not be responsible for any loss whatsoever due to security risks, negligence of driver or otherwise.

10. Term of Agreement:

The term of the contract awarded to successful bidder(s) shall be valid for the period of 05 months (extendable with mutual consent) from the date of the signing of the contract for another period of 01 months subject to satisfactory performance.

11. Payment Terms:

UNHCR Sub Office Gedarif shall pay the company within 30 days after receipt of invoices along with the copy of log-book record duly signed by driver and UNHCR staff for each trip/day/location.

ANNEX B – PRICE PROPOSAL SHEET

RFP No: RFP/HCR/SC/SGO/2021/004

**Establishment of Framework Agreement for the Provision of vehicle rental services for UNHCR Sub Office
Gedarif in East Sudan**

CLOSING DATE AND TIME: 21 October 2021 i.e. Thursday 17:00 HRS

QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):

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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

I agree to keep my pricing model quoted in my offer valid for the duration of the framework agreement period for **provision of vehicle rental services**. I also agree to UNHCR’s standard payment terms within 30 days after satisfactory delivery of rental services and receipt of documents.

Undertaking:

I undertake, if our Bid is accepted, to complete the awarded to my company in UNHCR Sub-office Gedarif – East Sudan in accordance with required specification and quality, delivery terms and period specified in the Bidding Documents.

I agree to abide by this Bid for a period of 90 days from the date fixed for opening of the Bids in the request for proposal document, and it shall remain binding upon us and may be accepted at any time before the expiration of the period.

The undersigned confirms hereby acceptance of the UNHCR General Terms and Conditions for Services -July 2018, including, Supplier code of conduct and UNHCR payment terms as specified in this RFP.

HIACE VAN:

S No.	Destination from/to (Return trip)	Unit	Estimation number of trips per month	Qty	Unit cost per trip (USD / SDG)	Total Cost per trip (USD / SDG)
1	Gedarif to Um Rakuba	Trip	20	2		
2	Gedarif to Tunaydba	Trip	20	2		
4	Gedarif to Qalaa Al Nahal	Trip	6	2		
5	Gedarif to Doka	Trip	5	2		
6	Gedarif to Kassala	Trip	10	2		
7	Gedarif to Khartoum	Trip	10	2		
8	Gedarif to Al Jazeera state	Trip	2	2		
Total Amount:						

STATION PRADO:

S No.	Destination from/to (Return trip)	Unit	Estimation number of trips per month	Qty	Unit cost per trip (USD / SDG)	Total Cost per trip (USD / SDG)
1	Gedarif to Um Rakuba	Trip	5	2		
2	Gedarif to Tunaydba	Trip	7	2		
3	Gedarif to Qalaa Al Nahal	Trip	6	2		
4	Gedarif to Doka	Trip	4	2		
5	Gedarif to Kassala	Trip	4	2		
6	Gedarif to Khartoum	Trip	10	2		
7	Gedarif to Al Jazeera state	Trip	6	2		
Total Amount:						

SINGLE CABIN PICK-UP

S No.	Destination from/to (Return trip)	Unit	Estimation number of trips per month	Qty	Unit cost per trip (USD / SDG)	Total Cost per trip (USD / SDG)
1	Gedarif to Um Rakuba	Trip	2	1		
2	Gedarif to Tunaydba	Trip	2	1		
3	Gedarif to Basinga / Basunda	Trip	2	1		
4	Gedarif to Hamdayeet	Trip	2	1		
5	Gedarif to Doka	Trip	2	1		
6	Gedarif to Kassala	Trip	2	1		
7	Gedarif to Al Jazeera state	Trip	2	1		
Total Amount:						

Bidder Name: _____

Phone / Cell Number: _____

Company Name: _____

Email Address: _____

Company Address: _____

Authorized Signature: _____

Date: _____

