



UNHCR

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

DATE:- 07 OCTOBER 2021

INVITATION TO BID: No. ITB/HCR/ROK/2021/011

ESTABLISHMENT OF FRAME AGREEMENT FOR THE SUPPLY AND DELIVERY OF LAUNDRY SOAP BARS (250 GRAMS) TO UNHCR WAREHOUSES IN KHARTOUM, EL OBEID, KOSTI, KASSALA, DAMAZINE, EL FASHER, ED DAEIN, GADAREF, AND NYALA.

CLOSING DATE AND TIME: 21 October 2021- 23:59 HRS. Local Time

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR) 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 16,765 people in more than 138 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.ITB INFORMATION

REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Representation Office in Khartoum, invites qualified suppliers to make a firm offer for the **Establishment of Frame Agreement(s) (FA) for the supply and delivery of Bars of Laundry Soap (250 grams)** to its warehouses in **Khartoum, El Obeid, Kosti, Kassala, Damazine, El Fasher, El Genina, Gadaref and Nyala respectively.**

IMPORTANT:

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

UNHCR may award Frame Agreement(s) with an initial duration of Two (2) years, extendable for an additional period of one (1) year. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

The estimated requirement for the Three (3) years for the Soap equals to **56,610,000 Pieces (Each 250 G).**

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 the above quantity. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Frame Agreement.

Other United Nations Agencies, Funds and Programmes shall be entitled to the same prices and terms as those contained in the offer(s).

IMPORTANT:

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

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

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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.

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

2. BIDDING INFORMATION

2.1. ITB DOCUMENTS

The following annexes form integral part of this Invitation to Bid:

- Annex A: Technical Specifications
- Annex B: Technical Offer Form
- Annex C: Financial Offer Form.
- Annex D: Technical Evaluation Criteria
- Annex E: Vendor Registration Form.
- Annex F: UNHCR General Conditions of Contracts for the Provision of Goods and Services (July 2018 Version).
- Annex G: UN Suppliers Code of Conduct.
- Annex H: Bid Data Sheet
- Annex I: Calendar of Activities

2.2 ACKNOWLEDGMENT

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

- Your confirmation of receipt of this invitation to bid;
- Whether or not you will be submitting a bid.
- The source where you have acquired this tender document (e.g. E-Mail, sudanbid.com, printed media etc.)

2.3 PRE-BID CONFERENCE AND REQUESTS FOR CLARIFICATION

We would also like to inform you that UNHCR Representation Office Khartoum will organize a Pre-Bid conference Meeting via Microsoft Teams on the **14th October 2021 at 11:00 to 12:00 HRS** to discuss any details pertaining the tender. All bidders are encouraged to participate in order to ask questions and raise concerns (if any) to UNHCR.

Bidders should therefore submit their details including phone number and email address for the purpose of inviting them to the meeting via Microsoft Teams on or before **11th October 2021** for us to prepare the platform for the virtual meeting.

Bidders are required to submit any request for clarification or any question in respect of this ITB by e-mail to SUDKH-SU@unhcr.org with CC: mohamid@unhcr.org. **The deadline for receipt of questions is on 12th October 2021 23:59 HRS 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 addresses above. Failure to comply with this provision may result in disqualification.

EMAIL SUBJECT: ITB/HCR/ROK/2021/011 – QUERY – QUERY

UNHCR will reply to the questions received as soon as possible to each participating bidder shortly after query deadline 12th October 2021 -23:59 HRS.

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 and only 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 enclosed in **two separate sealed envelopes**:

- Technical offer
- Financial offer

Special Instructions:

- The cost must be inclusive of the transportation to **UNHCR's Warehouses in Khartoum, El Obeid, Kosti, Kassala, Damazine, El Fasher, El Daein, Gadaref and Nyala.**
- The supplier must check/inspect the items before dispatching them to UNHCR.
- All rejected items must be replaced by the supplier at no extra cost to UNHCR.

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**.

1. 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 periods. Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the goods.

2. Description and number of similar and successful deliveries**2. Understanding of the required goods**

Any comments or suggestions on the specifications, as well as your detailed description of the manner in which your company would respond to the specifications.

A description of your company's capacity to provide the goods, including an estimated time of delivery.

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 following details shall also be provided in the Technical Offer.

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

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

Production Capacity: The bidder shall state annual production capacity

Delivery Capacity: The bidder shall state the mobilization time, ex-stock quantity and quantities available after one, two, three and four weeks of production lead time.

Storage Capacity: Successful bidders will be expected to maintain a dedicated emergency stock at their premises at no extra cost and without prior commitment from UNHCR, which can be used for rapid deployment to UNHCR operations within Sudan. The bidders should indicate in their offer the quantity they can maintain accordingly.

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.

Country of Origin of the Supplier and place of Manufacture: The technical offer shall state the country in which the supplier is registered as well as the country and place of manufacture of the products. **Suppliers Operating Outside Sudan are not encouraged to Apply.**

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

Vendor Registration Form: If your firm is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor Registration Form (**Annex E**).

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

UNHCR General Conditions of Contract for Provision of Goods and Services (Version 2018). Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods by signing (**Annex F**).

Certificate: The bidder shall submit a copy of locally recognized quality certificate from **Sudanese Standard and Metrology Organization (SSMO)**.

2.4.2 Content of the FINANCIAL OFFER

Your separate financial offer must be in United States Dollar (**USD**) to be paid **at a local Bank account**. The selected (awarded) supplier Must Maintain the price valid for a Minimum of Three (03) Years of the contract.

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

UNHCR is 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 [90] days from the deadline for submission. UNHCR will make its best effort to select a company within this period. The pricing model quoted in the Supplier's offer will remain valid for the duration of the Frame Agreement. UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

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

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

2.5 BID EVALUATION:

SAMPLE TESTING AND INSPECTION:

Important: Pre-qualification of Samples: Please note that this procurement is subject to rigorous inspection/testing for conformity to the standards and specification as stipulated in (**Annex A**).

The samples must be clearly labelled with indelible ink with the company name and the description of the items.

You are therefore requested to submit **One Box of 100 Pieces of Soap (Each 250G)** as specified in the Technical Specification (**Annex A**) to UNHCR contracted Inspection company.

Inspection Company: Baltic Cargo Control
Location: Khartoum (3) area, Sudan
Cellphone Number: +249912331539.

The Samples are required to be submitted **Between the period 8th October 2021 to 17th October 2021** everyday excluding weekends from 0900Hrs to 1500Hrs Local Sudanese Time.

IMPORTANT TO NOTE:

Only those bidders whose samples Qualify the inspection and testing as set in the technical specification **Annex A** will be considered for the next stage in the evaluation process.

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:

1. Random / periodic testing of the supplier's products,
2. Ability to respond quickly to Agency's needs,
3. Timely delivery,
4. Dependability of products and services.
5. Lead time for delivery

2.5.2 Technical evaluation:

The technical component of the submission will be evaluated using the criteria PASS or FAIL by using the exact same structure as outlined in the technical evaluation criteria in attached **Annex D**, and based on the technical requirements **Annex A**.

All bids from the potential suppliers who qualified the inspection/testing will be evaluated based on the technical Evaluation Criteria as per **Annex D**.

2.5.3 Financial evaluation:

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

All bids from pre-qualified suppliers will be evaluated based on:

- Compliance with the established UNHCR specifications as Per Annex A.
- Unit cost DAP.
- Delivery capacity-Minimum 1,500,000 Pcs per Month

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: as stated on the page below (page 6 of this document)

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: **ITB/HCR/ROK/2021/011**

Name of your firm with the title of the attachment: Company ABC.

Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

SUBMISSION OF OFFERS BY COURIER / POST OR HAND DELIVERY:**Attention:**

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

INVITATION TO BID NO: **ITB/HCR/ROK/2021/011** FOR THE SUPPLY AND DELIVERY OF LAUNDRY SOAP BARS OF 250 GRAMS TO UNHCR WAREHOUSES IN KHARTOUM, EL OBEID, KOSTI, KASSALA, DAMAZINE, EL FASHER, ED DAEIN, GADAREF, AND NYALA.

UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD KHARTOUM 2.

IMPORTANT TO NOTE: The submission is based on two envelop system separating the technical and financial offer.

The outer envelope should be containing two inner envelopes as described below:

Both inner envelopes shall indicate your firm's name and address. The first inner envelope shall be marked "Technical Component" and contain the full technical component of your offer. The second inner envelope shall be marked "Price Component" and include your signed and stamped financial 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: Thursday 21st October 2021 - 23:59 HRS Sudan Standard Time

IMPORTANT:

The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the technical evaluation and has been accepted by UNHCR as meeting the technical specifications.

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 (s) as part of the finalization of the Purchase Orders for Goods.

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

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

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS


Any Purchase order (PO) issued as a Result of this ITB will be made in USD. Payment will be made in accordance to 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.

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

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.

2.10 ZERO TOLERANCE POLICY

Please note that UNHCR strictly follows zero tolerance policy and as such advise suppliers not to offer any gift, favor, hospitality, etc. to UNHCR staff.


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



Annex –A Technical Specifications of Soap - Body and Laundry

Composition	Detail Specification (variation +/- 5 to 7% applicable to all parts of the specs except the Net weight).
Appearance	Must be fit for human utilization and be of sound, fair and marketable quality, of homogeneous color and aspect, without any disagreeable odors and flavors
Fat type	From vegetable or animal fat, not containing pork fat
Fatty acid	Minimum 70 %
Moisture	Maximum 20 % at time of packing
NaOH content	Maximum 0.3%
NaCl content	Maximum 0.5 %
Net weight	Bar of 250g each
Individual packaging	Bars to be individually packed
Box size	100 bars of 250g per Box.
Box material	Double-corrugated, multiple plies, good-quality cardboard. Shall withstand pressure during transportation and stockpiling during storage, etc. Parcel sealing – Tape on joint of the carton etc.

ANNEX C- FINANCIAL PROPOSAL: FOR THE SUPPLY AND DELIVERY OF LAUNDRY SOAP 250 GRAMS TO UNHCR WAREHOUSES IN KHARTOUM, EL OBEID, KOSTI, KASSALA, DAMAZINE ELFASHER, ED-DAEIN, GADAREF, AND NYALA.

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

BIDDERS NAME: _____

Location	Item Description	UOM	Qty	Unit Price (USD) DDP	Total Price (USD) DDP
UNHCR Khartoum Warehouse	Laundry Soap 250 Grams	Pieces	3,816,000		
UNHCR El Fasher Warehouse	Laundry Soap 250 Grams	Pieces	3,924,000		
UNHCR El Daein Warehouse	Laundry Soap 250 Grams	Pieces	4,572,000		
UNHCR Nyala Warehouse	Laundry Soap 250 Grams	Pieces	4,428,000		
UNHCR El Obeid Warehouse	Laundry Soap 250 Grams	Pieces	9,252,000		
UNHCR Damazine Warehouse	Laundry Soap 250 Grams	Pieces	900,0000		
UNHCR Kassala Warehouse	Laundry Soap 250 Grams	Pieces	10,476,000		
UNHCR Gadaref Warehouse	Laundry Soap 250 Grams	Pieces	4,176,000		
UNHCR Kosti Warehouse	Laundry Soap 250 Grams	Pieces	15,066,000		
GRAND TOTAL IN USD					

Please clearly provide the following information:

Laundry Soap 250G	Ex-stock quantity	Set Up Time Upon the Issuance of the PO	Weekly Delivery Capacity	Monthly	Annual

DATE: _____

NAME: _____

SIGNATURE: _____

IN THE CAPACITY OF: _____

DULY AUTHORIZED TO _____

SIGN BID FOR AND ON BEHALF OF:

OFFICIAL STAMP:

ANNEX D- TECHNICAL EVALUATION CRITERIA

NO	Requirement	Description	Criteria	Pass/Fail
1	Statutory Documents	Bidder must present documentation on basic operational licenses such as. <ul style="list-style-type: none"> • Certificate of Incorporation - From the Government of Sudan • Tax Compliance Certificate • Valid Trading License 	All Documents provided	Pass
			Missing document(s)	Fail
2	Acceptance of UNHCR Contractual Terms and Conditions – Annex G	The bidder should sign and stamp the UNHCR General Conditions for the provision of Goods and Services – Annex G or Confirm its acceptance of the terms in a cover letter.	Signed Annex F or Letter confirming acceptance of Annex G	Pass
			Document not signed/ provided/Bidder does not accept the contractual terms in Annex G	Fail
3	UNHCR Suppliers' Code of Conduct	Bidder must confirm its acceptance of Annex H – UNHCR Suppliers' Code of Conduct	Signed Annex G or Letter confirming acceptance of Annex H	Pass
			Document not signed/Bidder does not accept the contractual terms in Annex H	Fail
4	Financial Standing	The bidder has to provide one of the following documents. <ul style="list-style-type: none"> • Latest audited company accounts (No less than 2 year) or • Bank Financial Statement for the past 2 Year. 	Document(s) provided, and company deemed to be financially sound	Pass
			Document(s) not provided, and company not deemed to be financially sound	Fail
5	Delivery Capacity	The bidder has to clearly state in the submitted documents, the delivery time upon receiving a purchase order from UNHCR. For warehouses in Khartoum, El Obeid, Kosti, Kassala, Damazine, El Fasher, El Daein, Gadaref, and Nyala based companies, indicate percentage of the Items available Ex-stock.	Delivery time is within 60 days from issuance of Purchase Order	Pass
			Delivery time is more than 60 days, or no information provided on delivery	Fail
6	Experience	Reference – The bidder shall provide a minimum of three proofs of previous similar experience delivering to UN, International Organization or Government entities e.g, Purchase Orders, Reference letters.	Three or more documents provided	Pass
			Less than three or no documents provided	Fail
8	Item(s) Specifications – Annex A	Compliance of proposed items with UNHCR technical specifications as provided in annex A of this document. <ul style="list-style-type: none"> • Brochures with photos, and technical and performance specifications. • Certificate of Origin 	Brochures with photos, Copies of certificates, licenses, test reports in English	Pass
			Documents not provided or partially provided	Fail

ANNEX H: 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	21 OCTOBER 2021 – 11:59 Hrs (Local Time) BIDS TO BE MARKED:	
SUBMISSION OF BIDS:	SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM	<u>BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, EMAIL OR COURIER</u> ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM INVITATION TO BID NO.: ITB/HCR/ROK/2021/011 ESTABLISHMENT OF FRAME AGREEMENT FOR THE SUPPLY AND DELIVERY OF LAUNDRY SOAP BAR OF 250 GRAMS TO UNHCR WAREHOUSES IN KHARTOUM, EL OBEID, KOSTI, KASSALA, DAMAZINE, EL FASHER, ED DAEIN, GADAREF, AND NYALA. <hr/> 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:	90 DAYS	
PRICE VALIDITY PERIOD:	FOR THE ENTIRE PERIOD OF THE FRAME AGREEMENT (2 + 1 YEARS)	
WARRANTY:	A MINIMUM OF TWO YEARS WARRANTY MUST BE PROVIDED (DULY FILLED SIGNED AND STAMPED - WARRANTY CARD MUST BE ANNEXED TO THE FINAL INVOICE FOR THE RELEASE OF THE PAYMENT)	
SPECIFICATIONS:	AS PER ANNEX A – SPECIFICATIONS LAUNDRY SOAP BARS OF 250 GRAMS	
DELIVERY SCHEDULE:	DELIVERY TIME: IN DAYS:	
LANGUAGE OF THE BID:	ENGLISH	
SAMPLES	SAMPLES SHOULD BE SUBMITTED TO THE FOLLOWING ADDRESS FOR INSPECTION AND TESTING: BALTIC CARGO CONTROL, SUDAN OFFICE, LOCATED IN KHARTOUM (3) AREA, CELLPHONE NUMBER: +249912331539. VENDOR WHO DID NOT PROVIDE SAMPLES WILL BE DISQUALIFIED FROM BID EVALUATION.	
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 11:59 HRS on 12 OCTOBER 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: Calendar of Activities

Calendar of Activities			
S/No:	Action Description	Date	
		From	To
1	Tender available to vendors	7-Oct-21	21-Oct-21
2	Closing date for Queries		12-Oct -21
3	Closing date for Submission		21-Oct-21
4	Bidders Submission of Samples to Baltic Office	10-Oct-21	14-Oct-21
5	Bid opening Date	21-Oct-21	21-Oct-21
6	Technical and Financial Evaluation	22-Oct-21	28-Oct-21
7	Approval of Contract	31-Oct-21	4-Nov-21