



UNHCR

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

DATE: 7 OCTOBER 2021

INVITATION TO BID: No. ITB/HCR/ROK/2021/019

ESTABLISHMENT OF FRAME AGREEMENT FOR THE SUPPLY AND DELIVERY OF DISPOSABLE SANITARY PADS 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 bidders to make a firm offer for the **Establishment of a Frame Agreement for the Supply and Delivery of "DISPOSABLE SANITARY PADS"** to its warehouses in **Khartoum, El Obeid, Kosti, Kassala, Damazine, El Fasher, El Daein, Gadaref, and Nyala** (Referred to hereinafter as goods).

IMPORTANT:

Exact technical specifications of the items are detailed in **Annex A: Specification** 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 annual requirement for UNHCR is **3,150,000 (Pack of 10 Pcs)** of "DISPOSABLE SANITARY PAD" (tentative). 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) of the successful bidders and could form the basis of a Frame Agreement with other UN Agencies.

IMPORTANT:

When a Frame Agreement is awarded, either party can terminate the agreement only upon 90 days (3 months) notice, in writing to the other party.

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

When the contract is signed, settlement of disputes between the two parties has to be in accordance with **article 18** "settlement of disputes" of the UNHCR General Conditions of Contracts for provision of goods & services (Version July 2018 shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

Sub-Contracting: Please take careful note of article 4 of the attached General Terms and Conditions (Annex E).

It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may 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.)

IMPORTANT:

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

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 **13th October 2021** at **10:00 to 11:00 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/2021/019 – QUERY – QUERY

UNHCR will reply to all queries received during the Pre-bid conference and all bidders are encouraged to attend.

2.1. YOUR OFFER

Your offer shall be prepared in English. The documents showing the Financial and Technical Offers should bear the bidder's headed letters.

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

- 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**. Your technical offer should clearly state whether or not the goods you are offering fully conform to the given specifications. Clearly disclose any discrepancies.

The following details shall be provided in the technical offer:

1. **Submission of the signed Technical Offer Form (Annex B) including:**

- **Company Profile** (The Registration certificate of the Company in Sudan as required by law including, but not limited to the following:)
 - a) Company registration certificate
 - b) Commercial licenses and documentation required to operate as a provider / distributor in Sudan.
 - c) Signed UNHCR General Conditions of Contracts for the Provision of Goods and services – 2018
- **Financial Stability**
 - a) Financial Statements from the past Two (2) years
 - b) Tax certificate.
 - c) Audit reports from the past Two (2) years.
- **Product Related Requirements**
 - a) Country of origin: 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. Only Suppliers from Sudan are eligible
 - b) Warranty: The bid shall include defects and liability period with terms of warranty.
 - c) Compliance with product requirements as per **Annex A**, conformity with all specifications must be clearly stated in **Annex B**.
 - d) UNHCR engaged an independent Inspection company for Testing and inspection. This test and subsequent report shall confirm the product specifications as provided by the vendor namely: [Absorbency, material composition, PH level, etc.

- Capacity

- a) The vendor shall state the production and delivery times considering the above-mentioned annual quantities and while considering DDP incoterm to deliver the consignments at the following locations:
-UNHCR's Warehouses in Khartoum, El Obeid, Kosti, Kassala, Damazine, El Fasher, El Daein, Gadaref and Nyala.

2.4.2 Content of the FINANCIAL OFFER

Your separate Financial Offer must be in United states Dollar (USD) and must be submitted according to the Financial Offer Form (Annex C). Bids with 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 price-Incoterm DDP. Any quantity or other discounts (e.g. volume discounts) shall be clearly indicated

The prices offered should remain valid for at least **[90]** days. The fixed component of the price must remain unchanged for the duration of the Frame Agreement (2+1 Years).

UNHCR is exempt from all direct taxes and customs duties. Considering this, **price is 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 (i.e. 2 + 1 Year(s))

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

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 Pack (Comprising of 10 Pcs of sanitary pads)** 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.

2.5.1 Technical evaluation:

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

NOTE:

Only offers receiving a pass in all mandatory criteria will be considered for further evaluation:

2.5.2 Financial evaluation:

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

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 brings companies together with UN agencies, labor, and civil society to support ten principles in the areas of human rights, labor, the environment, and anti-corruption. We encourage our suppliers to sign the UN Global Compact Initiative.

2.6 SUBMISSION OF BID:

The offers must bear your official letter head, clearly identifying your company. The bid and can also be sent to the street address of UNHCR offices via Post or Courier or Email at the addresses mentioned below:

The Bid must be sent in the following manner:

By e-mail:

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

The Technical and Financial offers shall be clearly separated.

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/2021/019**

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/2021/019-ESTABLISHMENT OF A FRAME AGREEMENT FOR SUPPLY AND DELIVERY OF DISPOSABLE SANITARY PADS TO UNHCR SUDAN 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 21 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 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.

2.9 UNHCR CAN ONLY FACILITATE PAYMENTS THROUGH THE LOCAL BANKS AND NOT BANKS OUTSIDE OF SUDAN

Payment will be made in USD currency which the purchase order is issued to and should be transferred to the local Banks in Sudan only.

2.10 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES-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.

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.


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



Annex A- Technical Specifications of Disposable Sanitary Pads

Item no	Specifications: DISPOSABLE SANITARY PADS (+/- 5 to 7 % applicable to all parts of the specs.)
a) Material Requirements	<p>i. Absorbent filler When visually examined, the absorbent filler shall be white or light in colour and shall be free from any soluble coloring matter when inspected and tested. It shall not contain extraneous materials, which are not designed to enhance performance.</p> <p>ii. Covering The absorbent filler covering shall be made of good quality fabric with Sufficient porosity to permit the assembled towel to meet absorbency requirements.</p> <p>iii. Protective barrier The protective barrier shall be water resistant (no wetting of outer surface and no water penetration) when inspected and tested.</p>
b) Workmanship and finishing	<p>i. Absorbent filler The absorbent filler shall be continuous and neatly cut to the required size. It shall be free from hard lumps. It shall be completely covered and free from wrinkles that are not a design feature.</p> <p>i. Securing mechanism (Any of the following may be used) a) Loops or tabs which shall extend beyond the Length of the filler materials b) Adhesive strips or patch c) Wings with adhesive which shall be of sufficient length in such a manner as to form folds around the panty/brief for securing the Sanitary pads while in use/ Wings with 6 stretch zones to help pad stay in place</p> <p>ii. Protective barrier The sanitary pads when visually examined shall have a protective barrier on one side, if not clear, they shall have an identifying mark or colour indicating clearly the side of the barrier</p> <p>iii. Free from-defects If the sanitary pads when visually examined shall be free from defects, which affects the appearance and utility such as oils stains, dirt, soil particles and hard Lumps.</p> <p>iv. Odor The sanitary pads shall have no unpleasant odor either in dry state immediately after sampling from the packages or after wetting the sample with distilled water.</p> <p>v. Texture The sanitary pads shall be smooth and soft when felt by hand.</p>
c) PH Value	5.5-8.5
d) Size	Assorted (Small, Medium, Large etc.)
e) Types	<p>a) Comfort/cellulose: i. Premade SAP/FLUFF PULP ii. Acquisition layer-ADL 40/m2 iii. Absorbency capacity 100 ML iv. Back-sheet-PE film 22g/m2</p> <p>b) Air lid/Ultrathin i. Air lid paper with SAP ii. Perforated top sheet PE film iii. Acquisition layer-ADL 40/m2 iv. Absorbency capacity 100 ML</p>
f) Packaging	Sanitary pads shall be supplied in packages of suitable materials (For Disposable each pack has 10 pads) , which are sealed to protect them from moisture, soiling the contamination during storage and transportation.
g) Carton Box Material	<p>i. Double-corrugated, 5 plies, export-quality cardboard. The Carton- shall withstand pressure during transportation and stockpile during storage.</p> <p>ii. Parcel sealing -Tape on joint of the carton, plus 4 plastic, 10 mm straps to prevent the packages spilling.</p> <p>iii. PO Number</p> <p>iv. UNHCR Logo</p> <p>v. Quantity per carton :100 pkt for Disposable pads</p>

ANNEX C – FINANCIAL OFFER FORM

FINANCIAL PROPOSAL FOR THE SUPPLY AND DELIVERY OF DISPOSABLE SANITARY PADS TO UNHCR WAREHOUSES IN KHARTOUM, EL OBEID, KOSTI, KASSALA, DAMAZINE EL FASHER, 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	DISPOSABLE SANITARY PADS (1X10 Pieces)	Pack	792,000		
UNHCR El Fasher Warehouse	DISPOSABLE SANITARY PADS (1X10 Pieces)	Pack	1,188,000		
UNHCR El Daein Warehouse	DISPOSABLE SANITARY PADS (1X10 Pieces)	Pack	972,000		
UNHCR Nyala Warehouse	DISPOSABLE SANITARY PADS (1X10 Pieces)	Pack	684,000		
UNHCR El Obeid Warehouse	DISPOSABLE SANITARY PADS (1X10 Pieces)	Pack	1,260,000		
UNHCR Damazine Warehouse	DISPOSABLE SANITARY PADS (1X10 Pieces)	Pack	180,000		
UNHCR Kassala Warehouse	DISPOSABLE SANITARY PADS (1X10 Pieces)	Pack	1,332,000		
UNHCR Gadaref Warehouse	DISPOSABLE SANITARY PADS (1X10 Pieces)	Pack	576,000		
UNHCR Kostu Warehouse	DISPOSABLE SANITARY PADS (1X10 Pieces)	Pack	2,466,000		
GRAND TOTAL IN USD FOR THREE (3) YEARS					

Please clearly provide the following information:

DISPOSABLE SANITARY PADS	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 F	The bidder should sign and stamp the UNHCR General Conditions for the provision of Goods and Services – Annex F or Confirm its acceptance of the terms in a cover letter.	Signed Annex F or Letter confirming acceptance of Annex F	Pass
			Document not signed/ provided/Bidder does not accept the contractual terms in Annex F	Fail
3	UNHCR Suppliers' Code of Conduct	Bidder must confirm its acceptance of Annex G – UNHCR Suppliers' Code of Conduct	Signed Annex G or Letter confirming acceptance of Annex G	Pass
			Document not signed/Bidder does not accept the contractual terms in Annex G	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/2021/019 ESTABLISHMENT OF FRAME AGREEMENT FOR THE SUPPLY AND DELIVERY OF DISPOSABLE SANITARY PADS TO UNHCR WAREHOUSES IN KHARTOUM, EL OBEID, KOSTI, KASSALA, DAMAZINE, EL FASHER, ED DAEIN, GADAREF, AND NYALA. <u>Clearly Marked: NOT TO BE OPENED BY REGISTRY</u>
LATE SUBMISSION OF OFFERS:	OFFERS SHOULD BE SUBMITTED IN GOOD TIME TO BE RECEIVED BY CLOSING DATE AND TIME. IMPORTANT NOTE: BIDS RECEIVED AFTER THE DEADLINE FOR SUBMISSION OF BIDS AND BIDS TRANSMITTED IN ANY OTHER MANNER THAN THOSE INDICATED ABOVE WILL NOT BE CONSIDERED.	
BID VALIDITY PERIOD:	90 DAYS	
PRICE VALIDITY PERIOD:	SUPPLIER'S OFFER WILL REMAIN VALID FOR THE DURATION OF THE FRAME AGREEMENT (I.E., 2 + 1 YEAR(S))	
SPECIFICATIONS:	AS PER ANNEX A – SPECIFICATIONS OF DISPOSABLE SANITARY PADS	
DELIVERY SCHEDULE:	DELIVERY TIME: IN DAYS:	
LANGUAGE OF THE BID:	ENGLISH	
BID SUBMISSION	UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD KHARTOUM	
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 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	7-Oct-21	17-Oct-21
5	Bid opening Date	24-Oct-21	24-Oct-21
6	Technical and Financial Evaluation	25-Oct-21	28-Oct-21
7	Approval of Contract	31-Oct-21	7-Nov-21