



UNHCR

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

DATE: 8th FEBRUARY 2022

INVITATION TO BID: No. ITB/HCR/GSO/2022/001
FOR THE SUPPLY AND DELIVERY OF HOUSEHOLD FURNITURE (INSTALLATION INCLUSIVE)
TO UNHCR OPERATION IN GEDAREF, SUDAN
CLOSING DATE AND TIME: 22nd FEBRUARY 2022- 23:59 HRS.

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950, by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 34 million persons. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

1. ITB INFORMATION

REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sudan Operations, invites qualified suppliers to make a firm offer for (s) for the Supply and Delivery of Household Furniture (Installation Inclusive) as specified in **Annex A – Technical Specifications**.

IMPORTANT:

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

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

Please note that the quantities have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase a minimum quantity of goods. Quantities may vary and will be dependent on the actual requirements and funds available regulated by issuance of individual purchase order against the contract.

IMPORTANT:

When a Contract 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 18** “settlement of disputes” of the UNHCR General Conditions of Contracts for provision of Goods (ANNEX F) shall not be deemed to be a “cause” for or otherwise to be in itself a termination clause.

IMPORTANT

It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures laid out herein will result in disqualification from the evaluation process.

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IMPORTANT: This document is not to be considered in any way as an offer to contract your Firm.

2. BIDDING INFORMATION

2.1 ITB DOCUMENTS

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

Annex A: Technical Specifications

Annex B: Financial Offer Form

Annex C: Technical Evaluation Criteria

Annex D: Bid Data Sheet

Annex E: Vendor Registration Form (*Only those Vendor need fill this form who are not already registered with UNHCR*)

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

Annex G: Supplier's Code of conduct

2.2 ACKNOWLEDGMENT

We would appreciate you informing us of the receipt of this ITB by return e-mail to buyer's e-mail SUDGESU@unher.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, UNGM website, printed media etc.)

IMPORTANT:

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

2.3 REQUESTS FOR CLARIFICATION:

Bidders are required to submit any request for clarification in respect of this ITB by e-mail at SUDGESU@unher.org copying woart@unher.org and eldukhei@unher.org. **The deadline for receipt of questions is 11:59 HRS on 22ND FEBRUARY 2022.**

IMPORTANT:

Please note that Bid Submissions are **not** to be sent to the e-mail addresses above. Failure to comply with this provision may result in disqualification.

All the emails sent requesting clarification **MUST** have the following subject otherwise UNHCR reserves the right **NOT TO REPLY**.

EMAIL SUBJECT: ITB/HCR/GSO/2022/001 – QUERY

UNHCR will compile the questions received and will respond to all qualified companies and contactors participating in the tender competition.

2.4 YOUR OFFER

Your offer shall be prepared in English. Please submit your offer using the submission template provided. It should conform to the requirements and contain all information required. The offers not conforming to the requested format will not be taken into consideration for evaluation.

IMPORTANT:

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than the submission address will result in disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" (section 3) of this ITB.

Your offer shall comprise the following two separated sets of documents:

- Technical offer
- Financial offer

2.4.1 CONTENT OF THE TECHNICAL OFFER

IMPORTANT:

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

The technical details of the products requested by UNHCR can be found in **Annex A: Technical Specifications**.

Your technical offer should clearly state whether or not the goods you are offering are fully conforming to the products specifications given. 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 limited to the following information:

- **Description of the company and the company's qualifications**

Certificate of registration: the bidder shall provide a valid copy of the company's certificate of registration issued by a competent regulatory body of Country of Origin.

The bidder companies are required to be established no less than three (3) years from the closing date of the tender. The bidders who do not comply with this requirement shall be disqualified.

Experience in the supply of similar products. Minimum 3 reference letters on the letterhead, Contract, or Purchase Order of the client regarding successful supply of the similar type of the products within last three years.

UNHCR reserves the right to check the provided references.

Warranty: The bid shall include defects and liability period with terms of warranty. It must be not less than 12 months. The bidders who do not comply with this requirement shall be disqualified.

- **Delivery**

Delivery lead time: the bidder shall state the lead-time for the delivery and installation of all requested Furniture.

It must be maximum three (3) weeks upon the receipt of Purchase Order. The bidders who do not comply with this requirement shall be disqualified.

Delivery terms: Delivery Duty Paid at Gedaref Town, Sudan. Offers with other delivery terms shall be disqualified.

The below administrative documentation should be also included in the technical offer:

Vendor Registration form. If your company is not yet registered with UNHCR, you should complete, sign and submit with your technical offer the **Vendor Registration form, Annex E**

UNHCR General Conditions of Contracts for the Provision of Goods - July 2018: Your technical offer should contain your acknowledgement of UNHCR General Conditions for provision of goods by Signing either **Annex F**.

UN Supplier's Code of conduct: Your technical offer should contain your acknowledgement of UNHCR General Conditions for provision of goods by Signing **Annex G**.

2.4.2 CONTENT OF THE FINANCIAL OFFER

Signed, stamped, and completed **FINANCIAL OFFER FORM**. Your separate financial offer must in a single currency in **US Dollar** only.

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

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The following details shall be provided for each item:

Unit costs: The bidder shall quote the unit on DDP, Gedaref Town, Sudan. Any quantity or other discounts (e.g., volume discounts) shall be clearly stated.

IMPORTANT:

The Offered made by Suppliers from Outside Sudan shall be inclusive of all possible associated costs; except for VAT, customs duties and taxes of which UNHCR will provide the exemption certificate for clearance purposes. The consignee will be UNHCR representation Office in Khartoum Sudan.

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 and therefore the current market condition must be factored in before submitting your quote.

2.5 BID EVALUATION

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.

2.5.2 Technical evaluation and financial 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 Annex C, Technical Evaluation Criteria, and based on the requirements from Annex A.**

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.

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

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:

ABC

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.

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The technical Offer should be sent by E-mail Only to: SUDGETO@unhcr.org

The Financial Offer should be sent by E-mail Only to: SUDGEFO@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 8Mb 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. **ITB/HCR/GSO/2022/001**

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: ITB/2021/002 Company ABC (email 1 of 3)

SUBMISSION OF OFFERS BY COURIER / POST OR HAND DELIVERY:

Attention:

THE SECRETARY TO THE GEDAREF SUB COMMITTEE ON CONTRACTS
INVITATION TO BID NO.: ITB/HCR/GSO/2022/001 FOR SUPPLY AND DELIVERY OF HOUSEHOLD FURNITURE
(INSTALLATION INCLUSIVE) TO UNHCR OPERATION IN GEDAREF, SUDAN.

UNHCR GEDAREF SUB OFFICE, SUDAN-DAIM HAMAD, GEDAREF TOWN, SUDAN

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: Tuesday, 22 February 2022 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.

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

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

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

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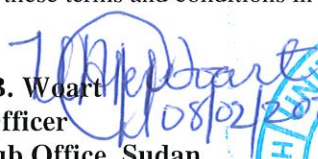
Please note that UNHCR is not bound to select any of the firms' submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles,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

2.7 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

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

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

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


Alexander B. Wdart
Supply Officer
UNHCR Gedaref Sub Office, Sudan



ANNEX A – Technical Specifications of Household Furniture
ITB/HCR/GSO/2022/001

S/N	Description	Specification	Picture	Unit	Qty
1	SOFAS sets	5-seater sofa furniture		Set	29
2	Wooden Beds	4x6' with side drawer, mirror and wardrobe (800mmx600mmx1,900mm)		Set	17
3	Orthopedic Mattress	4x6' Orthopedic Medium Mattress		Each	17
4	Pillows	Fiber Pillow		Pair	47
5	Reading Table	Computer Desk, Home Reading Table		Each	41
6	Chairs	For Reading Table		Each	41
7	Safe	Combination Safe		Each	45

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ANNEX B: FINANCIAL PROPOSAL FORM

ITB NO: ITB/HCR/GSO/2022/001 FOR THE SUPPLY AND DELIVERY OF HOUSEHOLD FURNITURE

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

#	Item Description	Packing	Qty	Unit Price DDP Gedaref (USD)	Total Price DDP Gedaref (USD)
1	SOFAS sets (5-seater sofa furniture)	Set	29		
2	Wooden Beds (4x6' with side drawer, mirror and wardrobe)	Set	17		
3	Orthopedic Mattress (4x6' Orthopedic, medium Mattress)	Each	17		
4	Pillows (Fiber Pillow)	Pair	47		
5	Chairs (For Reading Table)	Each	41		
6	Safe (Mini Combination Safe)	Each	45		

Name of Vendor:

Address/Telephone No:

Email Address:

Contact Person:

Delivery time in days:

Total Amount in Words:

Offer Validity Period:

Warranty:

Date:

Signature:

IN THE CAPACITY OF.....
 OFFICIAL STAMP:

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ANNEX C - TECHNICAL EVALUATION CRITERIA		
1	Valid Registration documents issued by a competent regulatory body of the Republic of Sudan.	Pass/Fail
2	The company registration date of a minimum three years before the tender deadline	Pass/Fail
3	Minimum 3 reference letters on the letterhead, Contract, or Purchase Order of the client regarding successful supply of the similar type of the products within last three years.	Pass/Fail
4	UNHCR General Conditions of Contracts for the Provision of Goods - July 2018 acknowledged (signed) and submitted.	Pass/Fail
5	UN Supplier's Code of conduct acknowledged (signed) and submitted.	Pass/Fail
6	The detail specifications of offered products are provided and are in full compliance with technical specification, Annex-A	Pass/Fail
7	Defects and liability period with terms of warranty for 12 or more months is provided	Pass/Fail
8	Delivery lead time proposed is maximum <u>three (3) weeks upon the receipt of Purchase Order</u>	Pass/Fail

ANNEX D: 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	Tuesday 22 nd February 2022, 2359 Hrs. (Sudan Standard Time) BIDS TO BE MARKED:
SUBMISSION OF BIDS:	<p>THE SECRETARY TO THE GEDAREF SUB COMMITTEE ON CONTRACTS – UNHCR GEDAREF SUB OFFICE IN SUDAN</p> <p><u>BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, EMAIL OR COURIER</u></p> <p>ATTN: SECRETARY TO THE GEDAREF SUB COMMITTEE ON CONTRACTS – UNHCR GEDAREF SUB OFFICE IN SUDAN</p> <p>INVITATION TO BID NO.: ITB/HCR/GSO/2022/001 FOR SUPPLY AND DELIVERY OF HOUSEHOLD FURNITURE (INSTLLATION INCLUSIVE) TO UNHCR OPERATION IN GEDAREF, SUDAN</p> <p><u>Clearly Marked: NOT TO BE OPENED BY REGISTRY</u></p>
LATE SUBMISSION OF OFFERS:	OFFERS SHOULD BE SUBMITTED IN GOOD TIME TO BE RECEIVED BY CLOSING DATE AND TIME. IMPORTANT NOTE: BIDS RECEIVED AFTER THE DEADLINE FOR SUBMISSION OF BIDS AND BIDS TRANSMITTED IN ANY OTHER MANNER THAN THOSE INDICATED ABOVE WILL NOT BE CONSIDERED.
BID VALIDITY PERIOD:	180 DAYS
PRICE VALIDITY PERIOD:	180 DAYS
WARRANTY:	A MINIMUM OF ONE YEAR WARRANTY MUST BE PROVIDE (DULY FILLED SIGNED AND STAMPED - WARRANTY CARD MUST BE ANNEXED TO THE FINAL INVOICE FOR THE RELEASE OF THE PAYMENT)
SPECIFICATIONS:	THE ALTERNATIVES OF THE EQUIPMENT IN FULL COMPLIANCE TO REQUESTED SPECIFICATIONS MAY BE CONSIDERED IF IT CONFIRMS TO THE PRESCRIBED QUALITY AND STANDARD
DELIVERY SCHEDULE:	DELIVERY TIME: IN DAYS: WITHIN MAXIMUN THREE (3) WEEKS UPON RECEIPT OF PURCHASE ORDER.
LANGUAGE OF THE BID:	ENGLISH
BID SUBMISSION	UNHCR GEDAREF SUB OFFICE IN SUDAN, DAIMM HAMAD, GEDAREF TOWN
REQUESTS FOR ADDITIONAL INFORMATION:	BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR ENQUIRIES IN RESPECT OF THIS INVITATION TO BID BY E-MAIL TO: SUDGESU@unhcr.org BEFORE 1159 HRS on Thursday 22 nd February 2022 (CUT-OFF DATE FOR QUERIES). UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.

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