

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

DATE: 17 OCTOBER 2022

INVITATION TO BID: NO. ITB/HCR/ROK/2022/008IMPROVEMENT WORKS FOR UNHCR OFFICE YARD AND PARKING AREA IN KHARTOUMCLOSING DATE AND TIME: 01 NOVEMBER 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 (s) for improvement works for UNHCR office yard and parking area in Khartoum as specified in **Annex A – Bill of Quantities**.

IMPORTANT:

Exact technical specifications of the items are detailed in **Annex A – Bill of Quantities** of this document.

The estimated requirement of UNHCR for the goods is indicated in the Annex B. 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 depend 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.

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: Bill of Quantities

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

Annex H: Calendar of activities

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to buyer's e-mail 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, 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 SUDKH-SU@unhcr.org **the deadline for receipt of questions is 11:59 HRS on 27 October 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/ROK/2022/008 – 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.

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

Annex A: Bill of Quantities

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

Annex H: Calendar of activities

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: Bill of Quantities**

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 organization structure or organizational chart.

Experience in the supply of similar products. Minimum 3 reference letters on the letterhead 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.

Financial reports for the last three years. Last audit report (if available).

- **Information on the offered equipment**

Technical Specifications: the bidder should declare that the offered items are fully in line with **Annex A - Bill of Quantities**. Provide a detailed catalogue / technical details of the offered products with all required technical details.

Certificates: the bidder shall submit a copy of the internationally recognized or equivalent quality certificate of the manufacturing company together with and copy of quality certificate for the finished product.

Warranty: The bid shall include defects and liability period with terms of warranty. After completion of works, a guarantee period of six (6) calendar months will apply.
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 of all requested equipment. Work should be completed within period of (21) days, twenty-one calendar days.
The bidders who do not comply with this requirement shall be disqualified.

The contractor shall commence working within (7) seven calendar days from the date of signature of the contract and delivering the site.

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

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.

The following details shall be provided for each item:

Unit costs: The bidder shall quote the unit on **DDP, Khartoum Warehouse, Sudan**. Any quantity or other discounts (e.g. volume discounts) shall be clearly stated. The Unit cost of each item should be fixed during the duration of contract and can not be changed or modified by the Supplier

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.

The bidder shall submit its offer on **All or none** basis. All items requested should be part of the supplier's offer.

IMPORTANT:

Only offers that cover all items listed in the requirements will be considered.

You are requested to hold your offer valid for **180** 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 till the delivery of the items to UNHCR.

UNHCR's standard payment terms are within 30 days after delivery 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.

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.

This will be followed later by performance evaluation as a supplier such as:

- Random / periodic testing of the supplier's products,
- Ability to respond quickly to Agency's needs,
- Timely delivery,

- Dependability of products and services.
- Lead time for delivery

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:

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 and Financial offer shall be clearly separated

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

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

It is your responsibility to verify that all e-mails/documents have been received properly before the deadline. Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of 20 Mb so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in e-mail subject field:

Bid [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: ITB/2022/008 Company ABC (email 1 of 3)

SUBMISSION OF OFFERS BY COURIER / POST OR HAND DELIVERY:

Attention:

THE SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS

INVITATION TO BID NO.: ITB/HCR/ROK/2022/008 IMPROVEMENT WORKS FOR UNHCR OFFICE YARD AND PARKING AREA IN KHARTOUM

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

IMPORTANT TO NOTE: The submission of 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: 01 November 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.

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.

Ibrahima Drame
Supply Officer
UNHCR Representation Office in Sudan



ANNEX A – BILL OF QUANTITIES

Annex A - Bill of Quantities

The specified job are all provisional, including provision of materials and workmanship, providing water and electricity for the implementation and all other requirements to implement the job perfectly. The bidder must visit the site prior to submission of bid documents. The cost of this item should be included /imbedded in the other items.

No.	DESCRIPTION	UNIT	QTY
1	MOBILIZATION / SITE CLEARANCE		
The contractor shall exercise due care to avoid damages to existing structure and facilities			
1.1	Mobilization of labor, mobile workshop to be used for fixing maintaining and repairing of any kind of work such as steel, carpentry ...etc. / Clearing the site after completing the whole job and before handover.	Job	1
MAIN YARD			
2	DEMOLISH OF EXISTING STRUCTURES		
2.1	Demolish of existing two (02) bricks buildings complete to ground, area of 140 M ² approximately, dissemble of electrical fittings, ceilings, roof and move materials/ derbies away from site, and level area to receive new works. complete job with all related works.	LS	1
3	INTERLOCKS TILES		
3.1	Supply and fix floor interlocks tiles 8 cm thick size, ordinary cement color, with C/S mortar 1:8, rate include preparation of floors <u>contract should submit the product description/sample prior to purchase. rate include all related materials and floor works</u>	M ²	1450
3.2	Supply materials and cast Terrazzo titles for the office wing walkways <u>contract should submit the product description/sample prior to purchase, rate include all related materials and floor works</u>	M ²	210
3.3	Supply materials and raise height of manholes/water trenches to match new interlocks level. Rate to include all needed work and materials to match levels perfectly as directed by the engineer.	LS	1
3.4	Supply new cast-iron manhole covers 60X60cm with frame, Rate to include all related works and materials to match levels perfectly as directed by the engineer. <u>contract should submit the product description/sample prior to purchase, rate include all related materials and floor works</u>	No.	10
4	STEEL SHADE		
4.1	supply materials and fabricate PERGOLA shade area width of 5.0 meter on frame made of steel pipes 4X8cm and 5X10 cm fixed to meeting room entrance wall sides, covered with PolyVinyl sheet, complete job with anti rust paint and final paint	M ²	26
OFFICE			
5	FLOOR TILES (INTERNAL / EXTERNAL)		
5.1	Remove existing damaged /old tiles of selected area, and prepare floors for new tiles work.	LS	1
5.2	Supply and fix Porcelain floor tiles 60X60 cm/or approved size, INTERNAL TYPE, selected color, with C/S mortar 1:8. <u>contract should submit the product description/sample prior to purchase. rate include all related materials and floor works</u>	M ²	335
5.3	Supply and install Porcelain floor tiles 60X60 cm/or approved size, EXTERNAL TYPE, selected color, with C/S mortar 1:8. <u>contract should submit the product description/sample prior to purchase. rate include all related materials and works</u>	M ²	46
6	PAINT WORK		
6.1	Supply and Apply paint (suitable for interior walls) 2 layers of paint (off/white color) for internal walls, washable - silk type, rate includes all materials and related works	M ²	650



7	DOORS		
7.1	Supply and fix 100X220/215 cm size MDF wooden internal door, import made; price to include frame and door, fixing with hinges, locking system etc. <u>Contract should submit the product description/sample prior to purchase</u>	No.	20
PARKING			
8	ERECTING OF PARKING SHADE AND LINEING		
8.1	Supply materials and cast foundations reinforced conc. 1:2:4 mix For parking shade columns, 1.0X1.0X1.0 meters	M³	6.5
8.2	Assemble of parking shade (materials are stored) Only transportation from warehouse and assembling	LS	1
8.3	Supply materials and paint of parking area lines area of 160 M ² approximately, with white color Oil-Based paint, standard dimensions for a parking lot space 2.6 meters wide and 5.5 meters long, The painted lines 10 centimeters wide. The size can vary depending on the type of space and at what angle the space is painted	LS	1
9	UNSEEN		
unseen works			
9.1	Miscellaneous (1.0%)	LS	1
TOTAL			

KEYS:

C/S: CEMENT/SAND MIX

1:2: MIX RATIO

LS: LUM SUM

M²: METER SQUARE

M³: METER CUBE

for technical inquiries: BAKERM@UNHCR.ORG

Terms of Reference

1. The contractor shall submit samples / description / specification of the materials to be used in the project to the
2. The contractor should visit the sites before submitting the offer and get acquainted with the type of works
3. Quantities mentioned in the bills of quantities are approximate and could be increased or decreased by 10% of
4. Work should be completed within period of **(21) days, Twenty-one** calendar days.
5. The contractor shall commence working within **(7) seven** calendar days from the date of signature of the
6. After completion of works, a guarantee period of six **(6)** calendar months will apply.
7. The contractor shall appoint a qualified supervisor construction engineer with at least three years of

ANNEX B: FINANCIAL OFFER FORM

ANNEX B: FINANCIAL PROPOSAL FORM

ITB NO: ITB/HCR/ROK/2022/008

Improvement Works for UNHCR Office Yard and Parking Area in Khartoum

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 <input type="checkbox"/> NO <input type="checkbox"/>	
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No.	DESCRIPTION	UNIT	QTY	RATE USD	AMOUNT USD
1 MOBILIZATION / SITE CLEARANCE					
The contractor shall exercise due care to avoid damages to existing structure and facilities					
1.1	Mobilization of labor, mobile workshop to be used for fixing maintaining and repairing of any kind of work such as steel, carpentry ...etc. / Clearing the site after completing the whole Job and before handover.	Job	1		
MAIN YARD					
2 DEMOLISH OF EXISTING STRUCTURES					
2.1	Demolish of existing two (02) bricks buildings complete to ground, area of 140 M ² approximately, dissemble of electrical fittings, ceilings, roof and move materials/ derbies away from site, and level area to receive new works, complete job with all related works.	LS	1		
3 INTERLOCKS TILES					
3.1	Supply and fix floor interlocks tiles 8 cm thick size, ordinary cement color, with C/S mortar 1:8, rate include preparation of floors <u>contract should submit the product description/sample prior to purchase, rate include all related materials and floor works</u>	M ²	1450		
3.2	Supply materials and cast Terrazzo tiles for the office wing walkways <u>contract should submit the product description/sample prior to purchase, rate include all related materials and floor works</u>	M ²	210		
3.3	Supply materials and raise height of manholes/water trenches to match new interlocks level. Rate to include all needed work and materials to match levels perfectly as directed by the engineer.	LS	1		
3.4	Supply new cast-iron manhole covers 60X60cm with frame, Rate to include all related works and materials to match levels perfectly as directed by the engineer. <u>contract should submit the product description/sample prior to purchase, rate include all related materials and floor works</u>	No.	10		
4 STEEL SHADE					
4.1	supply materials and fabricate PERGOLA shade area width of 5.0 meter on frame made of steel pipes 4X8cm and 5X10 cm fixed to meeting room entrance wall sides, covered with PolyVinyl sheet, complete job with anti rust paint and final paint	M ²	26		
OFFICE					
5 FLOOR TILES (INTERNAL / EXTERNAL)					
5.1	Remove existing damaged /old tiles of selected area, and prepare floors for new tiles work.	LS	1		

5.2	Supply and fix Porcelain floor tiles 60X60 cm/or approved size, INTERNAL TYPE, selected color, with C/S mortar 1:8. <u>contract should submit the product description/sample prior to purchase, rate include all related materials and floor works</u>	M ²	335		
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6	PAINTWORK				
6.1	Supply and Apply paint (suitable for interior walls) 2 layers of paint (off/white color) for internal walls, <u>washable - silk type</u> , rate includes all materials and related works	M ²	650		
7	DOORS				
7.1	Supply and fix 100X220/215 cm size MDF wooden internal door, import made; price to include frame and door, fixing with hinges, locking system etc. <u>Contract should submit the product description/sample prior to purchase</u>	No.	20		
PARKING					
8	ERECTING OF PARKING SHADE AND LINEING				
8.1	Supply materials and cast foundations reinforced conc. 1:2:4 mix For parking shade columns, 1.0X1.0X1.0 meters	M ³	6.5		
8.2	Assemble of parking shade (materials are stored) Only transportation from warehouse and assembling	LS	1		
8.3	Supply materials and paint of parking area lines area of 160 M ² approximately, with white color Oil-Based paint, standard dimensions for a parking lot space 2.6 meters wide and 5.5 meters long, The painted lines 10 centimeters wide, The size can vary depending on the type of space and at what angle the space is painted.	LS	1		
9	UNSEEN				
unseen works					
9.1	Miscellaneous (1.0%)	LS	1		0
TOTAL					\$ -

Validity of the offer:

Delivery lead time:

Warranty:

PRICE QUOTED MUST BE EXCLUSIVE OF VAT

DATE: _____

NAME: _____

SIGNATURE: _____

IN THE CAPACITY OF: _____

DULY AUTHORIZED TO
SIGN BID FOR AND ON BEHALF OF:

OFFICIAL STAMP:

ANNEX C - TECHNICAL EVALUATION CRITERIA

CRITERIA	PASS/FAIL
bidder's offer must get PASS mark for all criteria to be considered technically compliant for the project implementation	
Company's profile:	
Company's organizational structure. The full list of company's personal. The separate list of the staff to be involved in the project implementation with information on experience and qualification.	The requested information is provided and demonstrating the company's capacity to perform requested services.
Valid Registration Documents / Certificate issued by competent authority	Documents provided
Company Age Not less than 3 years from the date of registration / incorporation	Confirmed
Relevant Experience	Evidence of successful completion of at least three similar projects within last three years (reference letters etc.)
Annual Turnover (within pervious five year)	Annual turnover up to USD 200,000 or above
Bidder confirms the acceptance of the following in writing and will be required to strictly adhere to, for the purpose the proposed contract. UNHCR General Conditions of Contracts for Civil works (October 2000) (Annex D)	Acknowledged by provided signed copy
Project implementation:	
Mobilization time	within 7 days
Technical approach and methodology	Detailed implementation plan with the schedule is provided
Project implementation time	within 21 days
Warranty term	6 months
Overall Evaluation	

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 HEREBIN SHALL PREVAIL.

DEADLINE FOR SUBMISSION OF BIDS	01 November 2022, 23.59 Hrs. (Sudan Standard Time) BIDS TO BE MARKED:				
SUBMISSION OF BIDS:	<table border="1"> <tr> <td>SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM</td> <td> <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/2022/008 IMPROVEMENT WORKS FOR UNHCR OFFICE YARD AND PARKING AREA </td> </tr> <tr> <td colspan="2"><u>Clearly Marked: NOT TO BE OPENED BY REGISTRY</u></td> </tr> </table>	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/2022/008 IMPROVEMENT WORKS FOR UNHCR OFFICE YARD AND PARKING AREA	<u>Clearly Marked: NOT TO BE OPENED BY REGISTRY</u>	
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<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:	180 DAYS				
PRICE VALIDITY PERIOD:	180 DAYS				
WARRANTY:	A MINIMUM OF ONE YEAR 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:	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 21 DAYS MAXIMUM				
LANGUAGE OF THE BID:	ENGLISH				
BID SUBMISSION & SAMPLES	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 1159 HRS on 27 October 2022 (CUT-OFF DATE FOR QUERIES). UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.				

ANNEX H - CALENDER OF ACTIVITIES

Tentative Calendar of Activities			
S/No:	Action Description	Date	
		From	To
1	Tender available to vendors	17 October 2022	01 November 2022
2	Closing date for Queries	17 October 2022	27 October 2022
4	Closing date for Submission	01 November 2022	
5	Bid opening Date	02 November 2022	05 November 2022
6	Technical and Financial Evaluation	05 November 2022	15 November 2022
7	Approval of Contract	16 November 2022	24 November 2022
8	Issuance of Purchase order	30 November 2022	