



UNHCR

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

DATE: 9th February 2023

INVITATION TO BID: No. 23-UNHCR-SDNELF-SUP-ITB-002

**FOR THE SUPPLY, DELIVERY AND INSTALLATION OF FURNITURE TO UNHCR
GUEST HOUSE IN NYALA, SOUTH DARFUR - SUDAN.
CLOSING DATE AND TIME: 2nd March 2023 - 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. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), El Fasher, Darfur Sudan invites qualified suppliers, authorized dealers and manufacturers to make firm offers for the supply and delivery of furniture and office supplies to UNHCR offices in Darfur as specified in Annex B- Specification (Referred to hereinafter as goods).

IMPORTANT:

Exact technical specifications of the items are detailed in **Annex B: Specification** of this document.

QUALITY CONTROL:

Suppliers are requested to ensure that the quality of dispatched furniture and other items fully comply with UNHCR technical specifications and requirements.

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 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:	Calendar of Activities.
Annex B:	Technical specifications.
Annex C:	Financial Offer Form (To be completed and submitted in a financial envelop/email).
Annex D:	UNHCR General Conditions of Contracts for the Provision of Goods – 2018 (To be acknowledged and submitted in the technical envelop/email).
Annex E:	Vendor Registration Form (<i>Only those Vendors need fill this form who are not already registered with UNHCR</i>).
Annex F:	Supplier Code of Conduct (To be acknowledged and submitted in the technical envelop/email).
Annex G:	Submission Checklist to be Completed.

2.2 ACKNOWLEDGMENT

We would appreciate you informing us of the receipt of this ITB by return e-mail to buyer's e-mail SUDEFSUP@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, sudanbid.com, print 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 SUDEFSUP@unhcr.org the deadline for receipt of questions is **The deadline for receipt of questions is 23:59 HRS on 23 February 2023.**

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: 23-UNHCR-SDNELF-SUP-ITB-002- QUERY

UNHCR will compile the questions received. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once. On the closing date for receipt of questions, UNHCR shall compile FAQs and responses and post under the tender on UNGM or Sudan Bid websites.

2.4 YOUR OFFER

Your offer shall be prepared in English.

Please submit your offer using the submission template and its annexes 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 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 B: Technical Specifications**)

Your technical offer (signed and stamped) 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 technical offer shall include the information requested in technical offer form found in Annex B. In addition, technical offer should include the following information:

Description of the Company and the company’s qualification: A description of your company with the following documents:

- Company profile
- Registration certificate
- Any other statutory documents as required by the Government of Sudan.
- Number of Similar and successful deliveries. Please include Three (03) references (e.g. Purchase orders, contracts e.t.c).
- Financial capacity (Please provide your last audit report and bank statement)

The following details shall also be provided in the Technical offer.

Incoterms: The International Chamber of Commerce Incoterms 2010 shall apply for this ITB and for any resulting purchase orders(s). DAP is the preferred incoterm by UNHCR for this specific tender.

Technical composition of material: The bidder must conform to the technical specification of the bid as stated in (**Annex B**).

Experience of Firm: The bidder shall show proof of a minimum of 3 years' experience in the manufacture/supply of Furniture by submitting at least 2 contracts, work orders, POs or reference letters. All documents must be credible with letter heads and/or stamps of issuing organizations. The contract must be on the supply of furniture or office supplies.

Sample Photos: The bidders should provide the Life photos catalog of the goods for review and comment if any.

Delivery time: Bidders must be able to deliver with one (1) month of receive the PO. Please submit only if you can meet the delivery deadline.

Performance bond: The selected supplier will have to submit a performance bond of 10% of the contract price before the issuance of a PO.

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.

Vendor Registration From: If your company is not already registered with UNHCR, you should complete, sign, and submit with your technical proposal the vendor registration form (ANNEX E).

UNHCR General conditions for provision of Goods: Your technical offer should contain your acknowledgement of the UNHCR General conditions for provision of Goods by signing (ANNEX D) of the tender document.

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

Financial capacity: Bidders should submit in their technical offer audited financial statements or bank statements for the past 3 years showing a minimum annual turn over or USD 200,000 or equivalent in local currency at the rate of USD1 = 579 SDG. **Bank transactions after 9 September 2022 date to this tender shall not be accepted.**

Quality Certification: Suppliers and Manufacturers shall provide a quality certificate for the furniture they are proposing e.g., ISO 8528 or a similar quality certificate issued by a State Quality Certification Agency from the country of manufacture.

Warranty: The technical bid shall include manufacturer's defects and liability period and terms of warranty.

Alternative Products: If you have an alternative product(s) that fulfill has the same function or offer better performance in terms of quality, cost-effectiveness, environmental impact, etc., we would like to ask you to include them in your offer in addition to the offer for items specified in Annex B.

Please note, that if these alternative products are deemed as viable alternative to the existing product pending an evaluation from our technical experts, we will be issuing a separate tender notice for purposes of acquiring those.

IMPORTANT TO NOTE:

Only those bidders whose samples meeting UNHCR set standard specification as per Annex B will be considered for the next stage in the evaluation process.

2.4.2 Content of the FINANCIAL OFFER

Your signed, stamped and completed separate **FINANCIAL OFFER FORM** should be in US Dollar or SDG and the price should remain valid for a Minimum of 90 days (90 calendar days). 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.

The following details shall be provided for each item:

Unit costs: Using the pricing structure and model (**Annex C**)

UNHCR is exempted from all direct taxes and customs duties. With this regard, **price must be given without VAT.**

The following details shall be provided for each item:

Unit costs: Your quote shall have the unit price must be inclusive of all charges including transportation up to the delivery addresses in Nyala, South Darfur, risk factors, warranty, insurance, installation.

You are requested to hold your offer valid for [90] days from the deadline for submission of the ITB. 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. 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 therefore the current market condition must be factored in before submitting your quote. Please note that payment shall be made in USD. Therefore, suppliers must ensure to have USD accounts. If payment is to be made in a different currency other than in USD UNHCR shall use the UN exchange rate.

IMPORTANT:

The financial offer signed and stamped is to be sent separately from the technical offer

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:

The technical component of the submission will be evaluated using the criteria **PASS or FAIL by using the exact same structure based on the Criteria below.**

All bids from the potential suppliers will be evaluated based on the following criteria to mention a few.

CRITERIA		Pass/Fail
1	Is the bidder registered with Government Authorities (Business registration and/or Incorporation Certificate) in country of operation?	Pass/Fail
2	UNHCR General Conditions of Contracts for the Provision of Goods – 2018 accepted?	Pass/Fail
3	UN Suppliers' Code of conduct acknowledged?	Pass/Fail
4	Defects and liability period with standard terms of warranty provided?	Pass/Fail
5	Copy of valid local/internationally recognized Quality Certificate like ISO etc. and/or quality certificate issued by the authorized State Quality Certification Agency of the country of manufacture of the finished product issued on behalf of the manufacturer submitted?	Pass/Fail
6	Does the vendor have experience in the supply/manufacture of similar supplies? At least 02 similar projects? (Please submit past contracts POs in the past 3 years in the technical offer)	Pass/Fail
7	Is the bidder financially sound? Annual Turnover of at least USD 200,000 or equivalent in SDG @ 1USD = 579 SDG. (Please submit bank statements or audited financial statements for the last 3 years in your technical offer)	Pass/Fail
8	Do specifications of the offered goods conform to the requirements?	Pass/Fail
9	Delivery lead time acceptable (1 month)	Pass/Fail

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
- Unit cost of DAP
- Delivery and timely capacity

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.

UNHCR reserves the right to award without clarifications and/or discussions.

If there are arithmetic mistakes in the budget of the technically acceptable Applicants, UNHCR will rectify **These mistakes on the following basis:**

- a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected; and
- b) If there is a discrepancy between the amounts in figures and in words, advantage will be given to the amounts in words.

UNHCR reserves the right to reject the Proposal if the technically acceptable. Applicant does not accept the correction of mistakes in the budget by UNHCR.

2.6 SUBMISSION OF BID:

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

The Bids should be submitted through one of the following ways:

A. Courier or by hand to the following address:

Bid for the supply and delivery of Furniture for UNHCR Nyala - Guest House - Darfur - Sudan

ITB # 23-UNHCR-SDNELF-SUP- 2023-ITB-002
Secretary of the Bid Opening Committee
United Nations High Commissioner for Refugees (UNHCR)
El Fasher, North Darfur, 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.

By e-mail:

Bids should be submitted by e-mail and all attachments should be in PDF format. The Technical and Financial offers shall be clearly separated.

B. By Email to:

The Technical offers should be sent to: SUDEFLCT@unhcr.org

The Financial offers should be sent to: SUDEFLCF@unhcr.org

Sending of such information to any other email address will automatically disqualify the bid. Bidders will be responsible for addressing the email correctly and UNHCR will not be responsible for late delivery of email due to any technical problem.

It is your responsibility to verify that all e-mails have been received properly before the deadline. Please be advised 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.

Upon submission you will receive an auto reply confirming reception of your email. If you do not receive the autoreply, please contact us on SUDEFSUP@unhcr.org

Please indicate in e-mail subject field:

ITB 23-UNHCR-SDNELF-SUP-ITB-002” Name of your firm with the title of the attachment (Technical or Financial)

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

IMPORTANT TO NOTE: The submission is based on two envelop system separating the technical and 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: 2nd March 2023 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.

2.7 BID ACCEPTANCE

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.

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this ITB will be made in the 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.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS - 2018

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

2.10 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.

Supply Chain,
UNHCR Darfur, Sudan