



**UNHCR**

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

DATE: 23/04/2024

REQUEST FOR EXPRESSION OF INTEREST: No. EOI/01/2024/SUDAN

FOR THE SUPPLY OF COMMON GOODS AND SERVICES

CLOSING DATE AND TIME: 28/05/2024 – 23:59 Sudan local time

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950, by the United Nations General Assembly<sup>1</sup>, intends to prequalify suppliers for the supply of goods & services that are routinely procured throughout the year in pursuit of continuous improvement and sustained service delivery in a fast-evolving humanitarian environment. This is an invitation for suppliers to express interest in supplying the below-mentioned goods & services. Suppliers interested in participating in the planned solicitation process shall find herewith the necessary requirements for registration with UNHCR, above products and qualification information.

Inclusion on the list allows vendors the opportunity to be directly solicited to do business with UNHCR when a need arises without additional advertisements. However, vendors should note that inclusion in the database of common goods and services does not automatically qualify the vendor to supply common goods and services. Selection of vendors will continue to be made on competitive basis and on merit, as well as consideration for best value for money, good quality, acceptable delivery period and reliability using only suppliers that exist in the database.

**Indicative Information/ Background:**

UNHCR in Sudan has Eleven operational offices spread out in six states (Kordofan, Blue Nile, Gadaref, White Nile, West Darfur, Central Darfur, South Darfur, East Darfur, Kassala, Wadi Halfa & Port Sudan) with the head office in Port Sudan.

The selected pre- qualified supplier must have the capacity to cover the goods and services orders for the UNHCR programs in Sudan.

Below are the prequalification tentative timetable:

Activity	Proposed Date
Issue Prequalification Notice and Invitation to Tender	Sunday 23 <sup>rd</sup> April 2024
Return of tenders/ Suppliers' response	Tuesday 28 <sup>th</sup> May 2024 at 23:59.
Open the tender email	Sunday 2 <sup>nd</sup> June 2024
Clearance process	Tuesday 4 <sup>th</sup> June 2024
Site visit of Supplier's premises	Sunday 9 <sup>th</sup> June to 30 <sup>th</sup> June 2024
Approve Prequalified Supplier list	Sunday 7 <sup>th</sup> July 2024
"Go-Live" with the Approved Suppliers	Thursday 11 <sup>th</sup> July 2024

UNHCR invites all interested suppliers to carefully follow the instructions described below.

<sup>1</sup>

For further information on UNHCR, please see <http://www.unhcr.org>

1. **Annex A- REQUIREMENTS/ Categories of Common Goods & Services:**

The common goods and services to be supplied by vendors are on the following individual categories:

- Stationery and office consumables.
  - IT Supplies and consumables.
  - Computer equipment & Mobile sales.
  - Office IT equipment Maintenance (copiers, printers, PCs ... etc.)
  - Corporate items and promotional materials.
  - Advertising, design and printing services.
  - Photography, Designing, Film maker and producer and artwork
  - Catering.
  - Refreshments (tea, coffee, sugar, Juice, etc....).
  - Real-estate Service
  - Air Travel Agents (Domestic)
  - Food Items (Sorghum, Sugar, tea, lentils, oil... etc.)
  - Electrical Material, House equipment, & Generators
  - Generators
  - Construction Materials (Building, Electrical, Plumbing ... etc.)
  - Building works, Maintenance & Facilities (office repairs, construction)
  - WASH Equipment (Materials (water treatment chemical ... etc) and Services.
  - Drilling and hand pumps equipment
  - Utensils & house kits.
  - Goods Transportation (air cargo)
  - Medical supplies/ Medicines transportation. Refrigerator trucks.
  - Courier Services
  - Health, security & Safety services.
  - Translation services (consecutive, documents and interpretations).
  - Nutrition, Medicine and medical equips.
  - Computer Lab/ conference hall rent.
  - AC maintenance services.
  - Fumigation services.
  - Cleaning services, tools and materials.
  - Warehousing services.
  - Provision of fuel (diesel and petrol).
  - Office and house furniture.
  - Vehicles maintenance and spare parts.
  - Supply of air conditioning (different capacities).
  - Supply and Delivery of Local Shelters Materials and Tools.
  - Renting vehicles including ambulances.
  - Motorbikes and TOKTOKs.
  - Customs clearance services.
  - Tractors, Trailers, and agricultural accessories.
  - Provision of solar systems (items and installation services)
  - Hotel & Conference Services.
  - Sport Items and equipment
  - Water and Fuel Tank
  - Ferryboats Maintenance and Spare Parts.
  - Canoes and Wooden Boats Rental.
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- Portable Drinking Water Supply (Bottles and Drums).
- Installation of Water Filtration Systems + maintenance and spare parts.
- Auction Services.
- Supply and Delivery of locally made Fishing boats and Related Equipment and Tools.
- Provision of Banking Services.
- Supply of Ethanol, Charcoal and Cooking Stoves.
- Fabrication and Installation of Fuel Tanks (different capacities).
- Fabrication and Installation of Prefab Offices and accommodation Units.
- Erection of Reay Rub Halls including construction of bases and foundations.
- Digging of Dikes and Protection Barrier and Drainage Systems.

## 2. INSTRUCTIONS:

### 2.1 SUPPLIERS REGISTRATION

**For Registered Suppliers:** If your company has already been registered with UNHCR during the last three years, you may ignore this part. You must ensure that the information and documentation (e.g., financial statements, address, contact name, etc.) provided in connection with your application are up to date.

**For Suppliers not Registered:** Supplier not yet registered with UNHCR should apply for registration. Please use the [UNHCR Vendor Registration Form \(ANNEX C\)](#) which should be completed and returned to UNHCR with the supporting documents as indicated in Section 3 below.

To be considered, your application must meet [the following minimum requirements:](#)

1. Valid Email address is required to accept you as UNHCR supplier.
2. Resumes/profile of the applicant.
3. The products/ goods that your company offers are of interest to UNHCR programmes by confirming whether or not the goods you are offering are fully conforming to the standard products specifications and are physically available in your current stock in the country as indicated in the ANNEX A. The vendor response form Annex B to be fully completed, signed and stamped.
4. Copy of your catalogue for each Category/Batch. List of goods/ Items with an identification of the goods supplied must be submitted.
5. Your company has export experience.
6. Your company has a minimum of three (3) years' experience in the present field of business.
7. Your company accepts the UNHCR General Conditions of Contract for the Provision of Goods and Services- 2018 and Payment Terms. [See ANNEXE C 1& C2](#) and the supplier code of conduct ANNEX D
8. The UNHCR Vendor Registration Form is duly and fully completed and signed. Annex C.
9. Your Company Accepts the UN Supplies Code of Conduct.
10. At least four (4) references where a similar assignment was undertaken, including contact persons, telephone numbers and physical address.
11. A Company profile which summarizes an organization's purpose, history, functions, and experience as well as contact details. (Preferred)
12. Copy of current Tax & Zakah Certificates (essential)
13. Copy of Traders License (essential)
14. Copy of establishment certificate (essential)
15. Bank statement for the last 4 months and audit report for the last year (preferred)
16. All submissions shall be signed and stamped.

Applications which do not meet the above indicated minimum requirements may not be retained.

Please note that registration will take place with the suppliers whose products are of interest to UNHCR.

### 2.2 REQUEST FOR CLARIFICATION

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Bidders are required to submit any request for clarification in respect of this EOI by e-mail at [SUDKH-su@unhcr.org](mailto:SUDKH-su@unhcr.org) and copy [Sulimamo@unhcr.org](mailto:Sulimamo@unhcr.org) the deadline for receipt of questions is the deadline for receipt of questions is 11:59 HRS on 15<sup>th</sup> May 2024.

**Site visit: Please note that UNHCR Supply in Sudan may organize a site visit of Supplier's premises during the qualification evaluation process to confirm physically the quality and the availability of the goods indicated in Annex A and B**

**IMPORTANT:**

Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

**Prices are not required at this stage.**

The cost of responding to this EOI is to be entirely born by the suppliers, whether they will be prequalified or not and whether they will be invited or not to participate in further bidding procedures.

**3. EOI SUBMISSION:**

Interested suppliers should send the required **qualification documents**, including the registration documents for suppliers not yet registered, in PDF format no later than **28/05/2024, 23:59 hrs by:**

**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.) should be sent by E-mail to: [SUDKHTO@unhcr.org](mailto:SUDKHTO@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 10 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: EOI/2023/001 Company ABC (email 1 of 3)

Ibrahima Drame, Supply Officer  
Supply Unit  
UNHCR Sudan Representative Office

