



UNHCR

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

DATE	04 th March 2019
BIDDER NAME AND CONTACT (if closed tender)	ALL POTENTIAL SUPPLIERS
INVITATION TO BID REFERENCE NUMBER	19/HCR/ROK/ITB/005
SUBJECT	Establishment of Frame Agreement (FA) for the supply and delivery of “Laundry Soap”
TYPE OF THE CONTRACT	FRAME AGREEMENT (FA)
DURATION OF THE CONTRACT	Initial One (1) Year, extendable by additional One (1) Year based on satisfactory performance.
DELIVERY LOCATION	UNHCR Warehouses in Khartoum, El Obeid, Kosti, Kassala, El Fasher, El Daein & Nyala respectively.
Closing Date and Time	4 th April 2019 – 16:30 Hrs Local time
NUMBER OF PAGES	(6) Pages

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 6,600 people in more than 110 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>.

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 (FA) for the supply and delivery of “Laundry Soap”** to its warehouses in **Khartoum, El Obeid, Kosti, Kassala, El Fasher, El Daein & Nyala respectively** (Referred to hereinafter as goods).

IMPORTANT:

Exact quantity required and full specifications are detailed in **Annex A** of this document. **IMPORTANT:**

UNHCR may award Frame Agreement(s) with an initial duration of **One (1) year**, extendable for a further 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).

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 (FA) with other UN Agencies.

Handwritten signature/initials

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.

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 Jan 2010) shall not be deemed to be a “cause” for or otherwise to be in itself a termination clause.

2. BIDDING INFORMATION:

2.1. ITB DOCUMENTS

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

- Annex A: Technical Specifications
- Annex B: Financial Offer Form.
- Annex C: Technical Offer Form.
- Annex D: Vendor Registration Form.
- Annex E: UNHCR General Conditions of Contracts for the Provision of Goods and Services (Version 2010).
- Annex F: UN Suppliers Code of Conduct.

2.2 ACKNOWLEDGMENT

We would appreciate your acknowledgment of the receipt of this ITB by signing the ITB distribution summary sheet available at the designated bid collection offices (UNHCR Representation in Khartoum)

IMPORTANT:

Failure to fill the ITB distribution summary sheet may result in disqualification of your offer from further evaluation.

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by Email to Sidahmed Ali (alid@unhcr.org), Alexander B. Woart, (woart@unhcr.org) at +249 183 471101, UNHCR Representation Office-Supply/Logistics Unit from 09:00 AM to 16:00 PM before **1st April 2019** Sudan Local time.

2.4 YOUR OFFER

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

IMPORTANT:

Please send your bid directly to the address provided in the “Submission of Bid” section 2.6 of this ITB. Sending your bid to a different address will result in disqualification of the offer.

Your offer shall comprise the following two sets of documents enclosed in two separate sealed envelopes:

- Technical offer
- Financial offer
- To ensure that your bid meets the technical specification set forth, your bid document **MUST** be submitted along with a sample of a pack of “Disposable Sanitary Napkin” for evaluation.

Your Technical and financial offers **MUST** be sealed in two (2) separate envelopes which should then be insert in a Third envelop and seal. Offers not following this requirement may be disqualified.

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 email address will result in the disqualification of your offer. Please send your bid directly to the address provided in the "Submission of bid Section 2.7" of this ITB.

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

Special Instructions:

- The cost must be inclusive of the transportation to UNHCR's Warehouses in Khartoum, El Obeid, Kosti, Kassala, El Fasher, El Daein & Nyala respectively.
- The supplier must check/inspect the items before dispatching them to UNHCR;
- All rejected items must be replaced by the supplier at no extra cost to UNHCR.

1.4.1 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 specification and quantity required can be found in **Annex A**.
- Bidder must understand and consult the specifications required from the Details of the item required.
- The prices quoted in the offer shall remain firm during the tender and after awarding of the contract. No escalation in prices shall be accepted after the awarding of the contract.
- **Delivery Capacity:** The bidder shall state the mobilization time, ex-stock quantity and quantities available after one, two, three and four weeks of production lead time.
- **Storage Capacity:** Successful bidders will be expected to maintain a dedicated emergency stock at their premises at no extra cost and without prior commitment from UNHCR, which can be used for rapid deployment to UNHCR operations. The bidders should indicate in their offer the quantity they can maintain accordingly. By the end of the Frame Agreement, UNHCR will purchase at minimum the quantity kept as emergency stock with the Frame Agreement holder.
- **Warranty:** The bid shall include defects and liability period with terms of warranty.
- The bidder must be locally registered and provide copy of the commercial license valid at least for six months from the date of the offer.
- **Vendor Registration Form:** If your firm is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor Registration Form (**Annex D**).

UNHCR General Conditions of Contract for Provision of Goods and Services (Version Jan 2010). Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods by signing **Annex E**.

2.4.2 Content of the FINANCIAL OFFER

Your separate financial offer must be in both Sudanese Pound (SDG) & USD currency to be paid at local Bank account.

The prices offered should remain valid for at least [180] days from the date of closing of the tender.

Offers without transportation cost will be accepted for further evaluation processing.

The Financial offer is to be submitted as per the Financial Offer Form (Annex B) in your headed paper. Bids that have a different price structure may not be accepted.

UNHCR is exempt from all direct taxes and customs duties. With this regards, price has to be given without VAT.

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 bidder or firm within this period. UNHCR's standard payment terms are within 30 days after satisfactory provision and receipt of documents in order.

2.5 BID EVALUATION:



The evaluation will be conducted in 3 stage as follows:

2.5.1 Technical:

- a. **First Stage:** Checking and verification of submitted tender documents by UNHCR Technical Evaluation Committee.
UNHCR's Technical Valuation Committee shall check submitted tender documents and mark 'Yes' or 'No' against the conditions listed at Annex A.
Only offers who score 'Yes' for all conditions qualify for further evaluation.
- b. **Second Stage:** Inspection of samples by Technical Evaluation Committee.
UNHCR's Technical Evaluation Committee will inspect the quality of samples against the specification requirement as listed at Annex A. Offers scoring 'Yes' to all specification requirement will qualify for further evaluation. In examining the quality of samples the UNHCR Technical Committee will take measurement; check the weight, density, confirmation on packing whether a mattress cover is provided or not and so on to determine whether or not the sample is approved.

2.5.2 Financial:

- a. **Third Stage:** Evaluation of Financial Offers.
Bids will be tabulated and compared for all participating companies with valid offers. It is important to send a complete Offer. The contract may be awarded to the vendor(s) with the lowest priced offer passing the technical evaluation.

2.6 Evaluation of Suppliers:

2.6.1 Supplier Registration:

The qualified suppliers will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form (Annex D) and supporting documents. The investigation involves consideration of several factors such as:

- Financial standing,
- Core business,
- Track record,
- Bidder's 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

2.6.2 Technical and Financial evaluation:

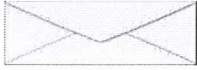
The technical evaluation will be based on PASS/FAIL criteria. All bids from pre-qualified suppliers will be evaluated based on the following critical criteria to pass for further financial evaluation:

A: Financial Evaluation (separate sealed envelope) –



- **Price / Unit should be in both Currency Sudanese Pounds SDG & USD currency to be paid at local Bank account.**
- Transportation cost of the goods to the specified delivery location

Handwritten signature

B_ Technical Evaluation (Separate sealed envelope) –

- Compliance of the UNHCR requirement of the items as per UNHCR's specifications-Annex A (PASS/FAIL)
- Availability of the required items in ex –stock (PASS/FAIL)
- **Bidder acceptance of UNHCR payment terms and UNHCR General Terms and Conditions**
- Bidder profile and validity of commercial documents (PASS/FAIL)
- Delivery Lead time within one week from the date of purchase order. (PASS/FAIL)
- Evidence of solicited goods being the core business of the supplier. (PASS/FAIL)
- Evidences of Supply of similar goods to the UN agencies, International organizations, and potential commercial local companies. (PASS/FAIL)

2.7 SUBMISSION OF BID:

The offers must bear your official letter head, clearly identifying your firm.

Bids should be submitted **in sealed envelopes**

The Technical and Financial offers shall be clearly separated.

Bid should be delivered by hand to UNHCR Khartoum Representation Office (Mohammed Khair Street, North of Farouk Cemetery) and deposited at the tender box available at UNHCR Khartoum Representation Office Representative Reception office. The bidders shall sign off the bids submission form after depositing of the bid documents.

Deadline: 4th April 2019, 16:30 hrs. Local 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.

It is your responsibility to verify that your bid has been received properly before the deadline. The bidders must sign off the letter of bid submission available with the reception of UNHCR office in Khartoum.

Please indicate on the sealed master envelope :

- Bid [**19/HCR/ROK/SUP/ITB/005**]
- Name of your firm with the title of the attachment
- Number of envelopes that are sent (example: 1/2, 2/2,).
- The envelopes must be addressed to: **Secretary of the Local Committee on Contract (LCC) of UNHCR Khartoum Representation Office.**

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.

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.

2.8 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.

2.9 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this ITB will be made in SDG. Payment will be made in accordance to 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.

2.9.1 UNHCR can only facilitate payments through the local banks and not banks outside of Sudan

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

Please note that the General Conditions of Contracts (**Annex E**) 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. Woart
Associate Supply Officer
UNHCR Representation Office in Khartoum



Annex(A)

Technical Specifications for Soap - Body and Laundry

- Fatty acid: Min. 70%.
- Moisture: Max. 20% at the time of packing.
- NaOH content: Max. 0.2%.
- NaCl content: Max. 0.5%.
- Mercury: No mercury content.
- Weight: bar of 250 g each (at delivery).

Packing

- Bars individually packed to protect from humidity.
- 96 bars of 250 g per carton.
- Weight per carton 24 kg.

ANNEX (B)

Establishment of Frame Agreement (FA) for the supply and delivery of “Laundry Soap” UNHCR Warehouses in Khartoum, Kassala, El Obeid, Kosti, El Daein & Nyala respectively.

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: _____

Brief Description of Services required	Quantify whether pc, pair, dozens, set, etc.	Total Estimated Quantity	UNIT Cost (SDG) excluding VAT% - Including Transport	UNIT Cost (USD) Exclude VAT % - Including Transport	Discount %
Procurement of “Laundry Soap” Prices include transportation to Khartoum Warehouse	Pcs	14,514			
Procurement of “Laundry Soap” Prices include transportation to El Daein Warehouse	Pcs	114,660			
Procurement of “Laundry Soap” Prices include transportation to El Obied Warehouse	Pcs	58,992			
Procurement of “Laundry Soap” Prices include transportation to Nyala Warehouse	Pcs	44,412			
Procurement of “Laundry Soap” Prices include transportation to Kosti Warehouse	Pcs	700,260			

Please note that the above mentioned quantities are estimated quantities and UNHCR may not buy all the quantities.

Delivery date requested by UNHCR: within three days of the date of Receipt of the Purchase Order

Proposed Delivery date by Supplier:

Validity of the offer:

Sample provided (yes/No):

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:



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ANNEX C - TECHNICAL OFFER FORM

INVITATION TO BID: No. 19/HCR/ROK/SUP/ITB/05

**Establishment of Frame Agreement (FA) for the supply and delivery of “Laundry Soap”
UNHCR Warehouses in Khartoum, El Obeid, Kosti, El Daein & Nyala respectively.**

CLOSING DATE AND TIME: 4th April – 16:30 pm Hrs

ANNEX C: VENDOR RESPONSE FORM¹

I hereby certify that I am an authorized signatory of the company mentioned below and I am, therefore, empowered to fill this vendor response form.

Company name:	
Company representative name:	
Signature:	
Name and title:	
Date:	
Stamp/Seal:	

¹ Do not change the format of this file. UNHCR item number should not be removed.



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1. DECLARATION OF ACCEPTANCE OF UNHCR GENERAL TERMS AND (ANNEX C)

After careful review of the UNHCR General Terms and Conditions included as Annex D to this Invitation to Bid (ITB),

I hereby confirm that my company _____
accepts all the provisions under UNHCR General Terms and Conditions.

[Signature] _____

Name: _____

2. DECLARATION OF ACCEPTANCE OF UNHCR PAYMENT TERMS (ANNEX C)

After careful review of the UNHCR Payment terms included as Annex D Invitation to Bid (ITB), I

I hereby confirm that my company _____
accepts all the provisions under UNHCR General Terms and Conditions.

[Signature] _____

Name: _____



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3. DECLARATION OF DELIVERY WITHIN ONE WEEK FROM PO DATE

After careful review of the specifications on this Invitation to Bid (ITB), I hereby confirm that my company_____

Will deliver within One week from the PO Date

[Signature]_____

Name: _____

4. KINDLY TICK THE APPROPRIATE BOX TO CONFIRM THAT YOU HAVE PROVIDED DOCUMENTS TO CERTIFY THE FOLLOWING:-

1. Understanding of the UNHCR requirement of the items as per UNHCR specifications-Annex A (Please provide a Sample)	
2. Lead-time in Weeks from award of PO	
3. Eligibility (Provide Certificate of incorporation, financial capacity, legal status, place of registration, principle place of business of the company or firm or partnership)	
4. Experience and References (Provide Recommendation Letters)	
5. Evidence of solicited goods being the core business of the supplier. (Provide your Company Profile)	
6. Evidences of Supply of similar goods to the UN agencies, International organizations, and potential commercial local companies. (provide Copies of POs/Contracts)	



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7. DECLARATION

I declare on my word of honour that the information provided in this report is in all respects, to the best of my knowledge, factually true and correct. I am aware that any false declaration or misrepresentation of the information requested may lead to the exclusion of my company from this expression of interest.

Company name:	
Company representative name:	
Signature:	
Name and title:	
Date:	
Seal:	