



UNHCR

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

DATE: 09 AUGUST 2021

INVITATION TO BID NO.: ITB-HCR-ROK-2021-017

SUPPLY, DELIVERY, AND INSTALLATION OF PREFABRICATED ACCOMODATION CARAVAN UNITS
AND FABRICATION OF SHIPPING CONTAINERS FOR UNHCR SUDAN OPERATION.

CLOSING DATE AND TIME: 23 AUGUST 2021 – 23:59HRS SUDAN LOCAL TIME.

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 six 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>

1. ITB INFORMATION

REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Operation in Sudan, invites qualified suppliers to make a firm offer for the **Supply, Delivery and Installation of Prefabricated Accommodation Caravan Units and Fabrication of Shipping Containers for UNHCR Sudan Operation** as specified in Annex A (A1&A2) and to be delivered in the following Locations:

| S No. | Description | Quantity | Delivery Location | Comments |
|-------|---|----------|--------------------------|---|
| 1 | Prefabricated Accommodation Caravan Units | 2 | Gedarif state (Hamdayet) | The units must be transported by the supplier to the final destination and assembled on site. |
| 2 | Prefabricated Accommodation Caravan Units | 3 | Gedarif state (Umrakuba) | The units must be transported by the supplier to the final destination and assembled on site. |
| 3 | Shipping Container Units | 3 | Gedarif state (Tunaydba) | The Fabricated units must be transported by the supplier to the final destination. |

UNHCR may at its discretion increase or decrease the proposed quantities 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.

IMPORTANT:

The Technical specification are detailed in **Annex A (A1 & A2)** of this document.

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.

AKH

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

2. BIDDING INFORMATION

2.1 ITB DOCUMENTS

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

- Annex A1: Technical Specification
- Annex A2: Technical Specification
- Annex B1: Financial offer
- Annex B2: Financial offer
- Annex C: Technical Evaluation Criteria
- Annex D: Bid Data Sheet
- Annex E: Vendor Registration Form
- Annex F: UNHCR General Conditions of Contracts for the provision of Goods & Services-2018
- Annex G: UNHCR General Conditions of Contracts for Civil works (Oct 2000).
- Annex H: UN Supplier code of Conduct
- Annex I: How to join Microsoft Team meeting without an account
- Annex J: Calendar of activities

2.2 ACKNOWLEDGEMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to: SUDKH-SU@unhcr.org as to:

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid

IMPORTANT:

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

2.3 PRE-BID CONFERENCE AND REQUEST FOR CLARIFICATION

We would like to inform you that UNHCR Representation office in Khartoum will organize a Pre-Bid Conference meeting via Microsoft Teams on the **16th August 2021 at 11:00 Sudan local time** to discuss details of the tender. All bidders are encouraged to participate in order to ask question and raise concerns to UNHCR.

Bidders should therefore submit their details including phone number and email address for the purpose of inviting them to the meeting via Microsoft teams on or before **15th August 2021** for us to prepare the platform for the virtual meeting.

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to SUDKH-SU@unhcr.org. UNHCR may at its discretion, copy any reply to a question to all other invited firms.

IMPORTANT: The deadline for receipt of queries is 15:00 HRS Sudan local Time – 15th August 2021.

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

EMAIL SUBJECT: "ITB/HCR/ROK/2021/017 – QUERY"

UNHCR will compile the questions received and will respond to all in the pre-bid conference meeting.

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:

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.

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

Annex A1: Technical Specification

Annex A2: Technical Specification

Annex B1: Financial offer

Annex B2: Financial offer

Annex C: Technical Evaluation Criteria

Annex D: Bid Data Sheet

Annex E: Vendor Registration Form

Annex F: UNHCR General Conditions of Contracts for the provision of Goods & Services-2018

Annex G: UNHCR General Conditions of Contracts for Civil works (Oct 2000).

Annex H: UN Supplier code of Conduct

Annex I: How to join Microsoft Team meeting without an account

Annex J: Calendar of activities

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

- Technical offer
- Financial offer

Your Technical and financial offers **MUST** be sealed in two (2) separate envelopes which should then be inserted 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 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.

Special Instructions:

- The cost must be inclusive of the transportation to UNHCR locations stated above.
- 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.

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.

1. Description of the company and the company's qualifications

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 three references (e.g Purchase order or Contract etc).
- Technical capacity (Please provide your last Audit report and Bank statement).

- Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the goods.

2. Understanding of the required goods

Any comments or suggestions on the specifications, as well as your detailed description of the manner in which your company would respond to the specifications:

A description of your company's capacity to provide the goods, including an estimated time of delivery.

Your technical offer 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 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 the UNHCR for this specific tender.

Technical Composition of material: the bidder must conform to the Technical specification as stated in **Annex A (A1&A2)**.

Deliver Time: The bidder shall state the mobilization and deliver time after receiving an order.

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.

Photo of the prefabricated and shipping containers: the bidder shall provide the image of all the material the company is bidding for.

Warranty: The bid shall include defects and liability period with terms of warranty.

UNHCR General Conditions of Contract for Provision of Goods and Services (Version 2018). Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods and services by signing (**Annex F**) and UNHCR General Conditions of Contracts for Civil works (Oct 2000) (**Annex G**)

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 E**).

2.4.2 CONTENT OF THE FINANCIAL OFFER

Your separate financial offer must be in United States Dollar (**USD**) currency to be paid at a local Bank account.

The Financial offer is to be submitted as per the Financial Offer Form in (**Annexes A1 & A2**) on your headed paper. Bids that have a different price structure may not be accepted.

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

IMPORTANT: UNHCR can only facilitate payments through the local banks and not banks outside Sudan and therefore the current market conditions Must be factored in before submitting your quote. We encourage companies with LOCAL presence in Sudan to Apply.

You are requested to hold your offer valid for [180] days from the deadline of 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.

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:

1. Random / periodic testing of the supplier's products,
2. Ability to respond quickly to Agency's needs,
3. Timely delivery,
4. Dependability of products and services.
5. Lead time for delivery

2.5.1 Technical Evaluation:

The technical component of the submission will be evaluated using the criteria 'PASS' or 'FAIL' by using the exact structure as Outlined in **(Annex C)** based on the technical requirement stated in **(Annex A1&A2)**.

Only offers who scores 'PASS' for all criteria qualify for further evaluation.

2.5.2 Financial Evaluation:

The financial component will be analyzed only for those suppliers that pass the technical evaluation.

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.

2.6 SUBMISSION OF BID

The offers must bear your official letter head, clearly identifying your company and can only be sent to the street address of UNHCR Office or via Post or Courier or by Email to 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 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 [8] 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: **ITB/HCR/ROK/2021/017**

Name of your firm with the title of the attachment: Company ABC.

Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

SUBMISSION OF OFFERS BY COURIER / POST OR HAND DELIVERY:

Attention:

TO: THE SECRETARY LOCAL COMMITTEE ON CONTRACTS UNHCR REPRESENTATION OFFICE KHARTOUM-SUDAN.

INVITATION TO BID NO: ITB/HCR/ROK/2021/017 FOR SUPPLY, DELIVERY, AND INSTALLATION OF PREFABRICATED ACCOMODATION CARAVAN UNITS AND FABRICATION OF SHIPPING CONTAINERS TO UNHCR SUDAN OPERATION.

UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD KHARTOUM 2.

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: Monday 23rd August 2021 -23:59HRS-Sudan 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 the submission of bid, by notifying all prospective bidders simultaneously.

UNHCR will not be responsible for location or securing any information that is not identified in the bid. Accordingly, to ensure the sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extract, description 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 of 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 (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.

2.8 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 with 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 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES 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.

3.0 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.


Abdikani Hassan Gedi
Associate Supply Officer
UNHCR Representation Office in Khartoum



09/08/2021

Annex A1: Technical Specification for Prefabricated Accommodation Caravans

| S/No: | Specification for Prefabricated Accommodation Caravans for UNHCR | Confirm (Yes or No) |
|-------|--|---------------------|
| 1 | Size: Typical Prefab Caravan Unit with 2 rooms, 1 toilet and 1 kitchen, 3m width x 12m length x 2.6m ceiling height | |
| 2 | Foundation Civil Works: Supply materials, equipment and manpower and construct standard complete elevated foundation civil works for the prefabricated caravan including site preparation, earth works, reinforced concrete works and all fixing accessories to insure caravan stability and safety during heavy rains and windstorms. Foundation system should be approved by UNHCR Supervising Engineer depending on type of soil | |
| 3 | Prefabricated Accommodation Caravan Unit: Fabricate, transport and install a complete prefabricated accommodation caravan, 2 rooms with 1 toilet and 1 kitchen between the rooms, 3m width x 12m length x 2.6m ceiling height (room1 length = 4.5m, toilet kitchen length = 3m, room 2 length = 4.5m, total length = 12m) as per the following specifications: 1- floor: Iron frame structure for caravan base made from square-shaped hollow pipe size (15cmX 15cm, 2mm thick) and rectangular shape hollow steel pipe (10cm X 5cm, 2mm) welded with the frame (50cm c/c) in both directions. Plywood block 18mm thickness for the caravan floor covered by vinyl 2mm with all necessary works. 2- Walls: using rectangular shape hollow steel pipe (10cm * 10 cm * 2mm) for columns and Sandwich panel walls 5cm thickness with Polyurethane insulation 40kg/m ³ , outer and inner surfaces covered with Ral 9002 electrostatic painted steel sheet. 3- Roof: grooved seam Sandwich panel 7cm thickness with Polyurethane insulation 40kg/m ³ , outer and inner surfaces covered with Ral 9002 electrostatic painted steel sheet, including compact rain water drainage system. | |
| 4 | Doors: Supply and fix complete standard PVC external and internal doors 80cmx200cm for the caravan including locks and all accessories | |
| 5 | Window: Supply and fix complete standard PVC windows 100cmx120cm for the caravan, with 5mm glass including locks, Mosquito mesh, metal protection grill and all accessories | |
| 6 | Electrical Installation: Supply and fix complete standard electrical installations for the whole caravan including lamps, sockets, switches with cable 3x2.5 and 2 A/C Split unit (12,000 btu) 1 in each room | |
| 7 | Sanitary Installation: Supply and fix complete standard sanitary items for the caravan (in the toilet and kitchen) including: certified ceramic closet, hand wash basin, shower tray, sink, PPR fresh water piping, PVC waste water piping, approved floor finish, ventilation systems and all required plumbing accessories. | |

I hear by confirm that all the items quoted in this offer confirms to the above-mentioned specification.

DATE: _____

NAME: _____

SIGNATURE: _____

IN THE CAPACITY OF: _____

DULY AUTHORIZED TO SIGN BID FOR AND ON BEHALF OF: (Please write the name of your firm/company/entity)

OFFICIAL STAMP OF THE BIDDER:

Annex A2: Technical Specification for 40Ft Shipping Accommodation Container for UNHCR

| S/No: | Specification for 40Ft Shipping Accommodation Container for UNHCR | Confirmation (Yes or No) |
|-------|---|--------------------------|
| 1 | Size: (Typical 40ft Shipping Container Accommodation Unit with 2 rooms, 1 toilet and 1 kitchen, 2.4m width x 12m length x 2.6m ceiling height) | |
| 2 | Foundation Civil Works: Supply materials, equipment and manpower and construct standard complete elevated foundation civil works for the upgraded 40ft accommodation container including site preparation, earth works, reinforced concrete works and all fixing accessories to insure container stability and safety during heavy rains and windstorms. Foundation system should be approved by UNHCR Supervising Engineer depending on type of soil. | |
| 3 | Upgraded 40ft Accommodation Container: Upgrade, transport and install a complete upgraded 40ft accommodation container, 2 rooms with 1 toilet and 1 kitchen between the rooms, 2.4m width x 12m length x 2.6m ceiling height (room1 length = 4.5m, toilet kitchen length = 3m, room 2 length = 4.5m, total length =12m) as per the following specifications: 1- floor: upgraded floor with plywood block 18mm thickness for the container floor covered by vinyl 2mm with all necessary works. 2- Walls: lining of inner container walls using Sandwich panel 5cm thickness with Polyurethane insulation 40kg/m ³ , outer and inner surfaces covered with Ral 9002 electrostatic painted steel sheet. 3- Roof: covered with grooved seam Sandwich panel 7cm thickness with Polyurethane insulation 40kg/m ³ , outer and inner surfaces covered with Ral 9002 electrostatic painted steel sheet, including compact rainwater drainage system. | |
| 4 | Doors: Supply and fix complete standard PVC external and internal doors 80cmx200cm for the container including locks and all accessories | |
| 5 | Window: Supply and fix complete standard PVC windows 100cmx120cm for the container, with 5mm glass including locks, Miskito mesh, metal protection grill and all accessories. | |
| 6 | Electrical Installation: Supply and fix complete standard electrical installations for the whole container including standard lamps, sockets, switches with cable 3x2.5 and 2 A/C Split unit (12,000 btu) 1 in each room. | |
| 7 | Sanitary Installation: Supply and fix complete standard sanitary items for the 40ft accommodation container (in the toilet and kitchen) including: certified ceramic closet, hand wash basin, shower try, sink, PPR fresh water piping, PVC waste water piping, approved floor finish, ventilation systems and all required plumbing accessories. | |

I hereby confirm that all the items quoted in this offer confirms to the above-mentioned specification.

DATE: _____

NAME: _____

SIGNATURE: _____

IN THE CAPACITY OF: _____

DULY AUTHORIZED TO SIGN BID FOR AND ON BEHALF OF: (Please write the name of your firm/company/entity)

OFFICIAL STAMP OF THE BIDDER:

Annex B1- Financial offer Fabrication, Transportation, and Installation of Prefabricated Accommodation Caravans

| Umrakuba - Gedarif State | | | | | |
|--------------------------|--|------|----------|------------|-------------|
| S/No: | Item Description | Unit | Quantity | Unit Price | Total (USD) |
| 1 | Prefabricated Accommodation Caravans (Typical Prefab Caravan Unit with 2 rooms, 1 toilet and 1 kitchen, 3m width x 12m length x 2.6m ceiling height) | Srv. | 3 | | |
| 2 | Installation and Civil Works (Foundation etc.): Supply materials, equipment and manpower and construct standard complete elevated foundation civil works for the prefabricated caravan including site preparation, earth works, reinforced concrete woks and all fixing accessories to insure caravan stability and safety during heavy rains and wind-storms. (Including electrical + Sanitary Installation) as stated in Annex A1. Foundation system should be approved by UNHCR Supervising Engineer depending on type of soil | Srv. | 3 | | |
| 3 | Cost of Transportation | Srv. | 3 | | |
| Total Cost (USD) | | | | | |

| Hamdayet - Gedarif State | | | | | |
|--------------------------|--|------|----------|------------|-------------|
| S/No: | Item Description | Unit | Quantity | Unit Price | Total (USD) |
| 1 | Prefabricated Accommodation Caravans (Typical Prefab Caravan Unit with 2 rooms, 1 toilet and 1 kitchen, 3m width x 12m length x 2.6m ceiling height) | Srv. | 2 | | |
| 2 | Installation and Civil Works (Foundation etc.): Supply materials, equipment and manpower and construct standard complete elevated foundation civil works for the prefabricated caravan including site preparation, earth works, reinforced concrete woks and all fixing accessories to insure caravan stability and safety during heavy rains and wind-storms. (Including electrical + Sanitary Installation) as stated in Annex A1. Foundation system should be approved by UNHCR Supervising Engineer depending on type of soil | Srv. | 2 | | |
| 3 | Cost of Transportation | Srv. | 2 | | |
| Total Cost (USD) | | | | | |

IMPORTANT: The above must be filled by the bidders, this is part of the evaluation criteria. Failing to do so will result in disqualification of your offer and will not be included in the final competition.

N/B- The bidders are encouraged to understand and conceptualize the technical specification (Annex A1) before submitting the financial offer.

Delivery Time in Days: _____

Total Amount in Words USD: _____

(Incisive Goods and Services)

DATE: _____

NAME: _____

SIGNATURE: _____

IN THE CAPACITY OF: _____

DULY AUTHORIZED TO SIGN BID FOR AND ON BEHALF OF: (Please write the name of your firm/company/entity)

OFFICIAL STAMP OF THE BIDDER:

Annex B2- Financial offer for Upgrading, Transporting, and Installing of 40ft Accommodation Containers

| Tunaydbah- Gedarif State | | | | | |
|--------------------------|--|------|----------|------------|-------------|
| S/No: | Item Description | Unit | Quantity | Unit Price | Total (USD) |
| 1 | 40ft Accommodation Containers for UNHCR (Typical 40ft Shipping Container Accommodation Unit with 2 rooms, 1 toilet and 1 kitchen, 2.4m width x 12m length x 2.6m ceiling height) | Srv. | 3 | | |
| 2 | Installation and Civil Works (Foundation etc.): Supply materials, equipment and manpower and construct standard complete elevated foundation civil works for the prefabricated caravan including site preparation, earth works, reinforced concrete woks and all fixing accessories to insure caravan stability and safety during heavy rains and wind-storms. (Including electrical + Sanitary Installation) as stated in Annex A2. Foundation system should be approved by UNHCR Supervising Engineer depending on type of soil | Srv. | 3 | | |
| 3 | Cost of Transportation | Srv. | 3 | | |
| Total Cost (USD) | | | | | |

N/B- The bidders are encouraged to understand and conceptualize the technical specification (Annex A2) before submitting the financial offer.

Delivery Time in Days: _____

Total Amount in Words KES: _____

(Incisive Goods and Services)

DATE: _____

NAME: _____

SIGNATURE: _____

IN THE CAPACITY OF: _____

DULY AUTHORIZED TO SIGN BID FOR AND ON BEHALF OF: (Please write the name of your firm/company/entity)

OFFICIAL STAMP OF THE BIDDER:

ANNEX C - TECHNICAL EVALUATION CRITERIA

| | | |
|---|---|-----------|
| 1 | <p>Company Documents</p> <ul style="list-style-type: none"> a- Valid Business Registration document from the Government of Sudan. b- Company profile c- Company Age Minimum 3 Years | Pass/Fail |
| 2 | Delivery Capacity Acceptable: 30 Days | Pass/Fail |
| 3 | <p>Company Experience in the supply of similar Goods: Proof of similar work experience, incl. with UN Agencies, International Organizations, NGOs, Sudan Government, and private companies (must provide copies of a minimum of 3 relevant POs / Contracts / Work orders).</p> | Pass/Fail |
| 4 | Proof of audited financial statement for 2019 and 2020. | Pass/Fail |
| 5 | Warranty against defects and liabilities (1 Years) | Pass/Fail |
| 6 | UNHCR General Conditions of Contract for Civil Works (October 2000 version) is acknowledged (signed) and provided (Annex G). | Pass/Fail |
| 7 | UNHCR General Conditions of Contracts for the provision of Goods & Services-2018- is acknowledged (signed) and provided (Annex F). | 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 | 23 AUGUST 2021-23:59 HRS (Sudan Local Time) BIDS TO BE MARKED: | |
| SUBMISSION OF BIDS: | SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM | <p><u>BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, EMAIL OR COURIER</u></p> <p>ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM</p> <p>INVITATION TO BID NO: ITB/HCR/ROK/2021/017 SUPPLY, DELIVERY, AND INSTALLATION OF PREFABRICATED ACCOMODATION CARAVAN UNITS AND FABRICATION OF SHIPPING CONTAINERS FOR UNHCR SUDAN OPERATION.</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: | 90 DAYS | |
| PRICE VALIDITY PERIOD: | 90 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: | AS PER ANNEXES (A1 & A2)– SPECIFICATIONS IN BILL OF QUANTITY (BoQ). | |
| DELIVERY SCHEDULE: | DELIVERY TIME: IN DAYS: | |
| LANGUAGE OF THE BID: | ENGLISH | |
| BID SUBMISSION | UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD KHARTOUM | |
| REQUESTS FOR ADDITIONAL INFORMATION: | <p>BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR ENQUIRIES IN RESPECT OF THIS INVITATION TO BID BY E-MAIL TO: sudkh@unhcr.org BEFORE 23:59 HRS on 16 AUGUST 2021 (CUT-OFF DATE FOR QUERIES). UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.</p> | |

Annex J: Calendar of Activities

| CALENDER OF ACTIVITIES | | |
|--|-----------|-----------|
| Action Description | Date | |
| | From | To |
| Tender available to vendors | 9-Aug-21 | 23-Aug-21 |
| Closing date for Queries | | 15-Aug-21 |
| Pre-Bid conference via Microsoft Teams | | 16-Aug-21 |
| Closing date for Submission | | 23-Aug-21 |
| Bid opening Date | 24-Aug-21 | 24-Aug-21 |
| Technical and Financial Evaluations | 25-Aug-21 | 29-Aug-21 |
| Approval of Contract | | 2-Sep-21 |
| Issuance of Purchase order | | 5-Sep-21 |