



UNHCR

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

DATE: 05 SEPTEMBER 2021

INVITATION TO BID: No. ITB/HCR/ROK/2021/023

**FOR THE ESTABLISHMENT
OF A FRAME AGREEMENT FOR SUPPLY AND DELIVERY OF ASSORTED
GENERATORS TO UNHCR OFFICE SUDAN.**

CLOSING DATE AND TIME: 19 SEPTEMBER 2021 - 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 For the Establishment of Frame Agreement(s) for Supply and Delivery of **Assorted Generators to UNHCR offices in Sudan as specified in Annex A-Specification** (Referred to hereinafter as goods & services).

IMPORTANT:

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

UNHCR may award Frame Agreement(s) for an initial duration of **1 (one) year**, extendable for a further period of **2 (two) years** and for maximum of **Three years**. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s) with **no price change/Revision** during the period of the contract.

The estimated requirements of UNHCR are attached in Annex A & B of this ITB.

Please note that the figures have been stated 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 dependent on the actual requirements and funds available regulated by issuance of individual purchase order against the frame agreement.

Other United Nations Agencies, Funds and Programmes shall be entitled to the same prices and terms as those contained in the offers of the successful bidders and could form the basis for a Frame Agreement with other UN Agencies.

IMPORTANT:

When a Frame Agreement 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: Technical Specification

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: UNHCR General Conditions of Contracts for the Provision of Goods (Arabic Version)

Annex H: Supplier Code of Conduct

Annex I: Calendar of activities

Annex J: Technical Offer Form (*to be returned as part of the technical offer*).

2.2 ACKNOWLEDGMENT

We would appreciate you 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, 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 sudkh-su@unhcr.org the deadline for receipt of questions is **the deadline for receipt of questions is 23:59 HRS on 15 September 2021.**

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/2021/023 – 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.

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 A: 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 A. 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 etc.).
- 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 order(s). **DAP and DDP** are the preferred incoterms 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 A**).

Delivery Time: The bidder shall state the mobilization and delivery time after receiving an order.

Vendor Registration Form: 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 F & G**) of the tender document.

IMPORTANT TO NOTE:

Only those bidders with catalogs meeting UNHCR's set standard of specification as per Annex A will be considered for the next stage in the evaluation process.

2.4.2 CONTENT OF THE FINANCIAL OFFER

Signed, stamped, and completed **FINANCIAL OFFER FORM**. Your separate Financial offer must be in a single currency, US Dollar and the price should remain valid for a Minimum of Three (03) years.

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: Using the pricing structure and model, provide both prices for **DDP & DAP - UNHCR Khartoum Warehouse**. (**Annex B**).

UNHCR is exempted from all direct taxes and customs duties. With this regard, **price must 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 company within this period. The pricing model quoted in the Supplier's offer will remain valid for the duration of the Frame Agreement. 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 not banks outside Sudan and therefore the current market condition must be factored in before submitting your quote.

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 and Financial 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 in Annex C.**

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

- Compliance with the established UNHCR specifications as per Annex A.
- Random / periodic testing of the supplier's products,
- Ability to respond quickly to Agency's needs,
- Timely delivery,
- Dependability of products and services.

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.

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.

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 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 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 [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 No. **ITB/HCR/ROK/2021/023**

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/HCR/ROK/2021/023 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/2021/023 FOR THE ESTABLISHMENT
OF A FRAME AGREEMENT FOR SUPPLY AND DELIVERY OF ASSORTED GENERATORS TO
UNHCR OFFICE IN SUDAN.

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

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: 19 SEPTEMBER 2021 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 with 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 AND SERVICE - 2018

Please note that the General Conditions of Contracts (Annex G) 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.

2.11 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.


Muhammad Abdul Mueed Khan
Senior Supply Officer

Unhcr Representation Office in Sudan



Annex C - Technical Evaluation Criteria

1	Business Registration Certificate in Sudan.	Pass/Fail
2	Vendor Registration Form: The bidder companies are required to be established no less than three (3) years from the closing date of the tender. The bidders who do not comply with this requirement shall be disqualified.	Pass/Fail
3	UNHCR General Conditions of Contracts for the Provision of Goods - July 2018 acknowledged (signed) and submitted (Annex F or Annex G).	Pass/Fail
4	UN Supplier's Code of conduct acknowledged (signed) and submitted.	Pass/Fail
5	Financial standing; Audited financial statements for the past two (2) years or certified bank statements for the last three (3) years.	Pass/Fail
6	The specifications of the offered generators conform to required specifications as per Annex-A.	Pass/Fail
7	Experience in the supply of similar products. Minimum for the last two years, at least 3 contracts, work orders, PO or reference letters on the letterhead of the client should be provided.	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	19 September 2021 at 2359 Hrs. Sudan Local Time.	
SUBMISSION OF BIDS:	BIDS TO BE MARKED:	
	UNHCR SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN- KHARTOUM	BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, POST OR COURIER ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM ESTABLISHMENT OF A FRAME AGREEMENT FOR SUPPLY AND DELIVERY OF GENERATORS TO UNHCR OFFICE IN KHARTOUM
		Clearly Marked: NOT TO BE OPENED BY REGISTRY
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	
Defect Liability:		
TERMS OF REFERENCE:	ALTERNATIVES TERMS OF REFERNCE SHALL NOT BE CONSIDERED	
DELIVERY SCHEDULE:	SET UP TIME: IN DAYS: DELIVERY TIME: IN DAYS:	
LANGUAGE OF THE BID:	ENGLISH	
REQUESTS FOR ADDITIONAL INFORMATION:	BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR QUERIES IN RESPECT OF THIS REQUEST FOR PROPOSAL TO BID BY E-MAIL TO: SUDKH-SU@unhcr.org BEFORE 2359 <u>HRS Sudanese Time on 15 September 2021</u> . (CUT-OFF DATE FOR QUERIES). UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.	
BID EVALUATION CRITERIA:	BIDS WILL BE EVALUATED BASED ON THE TECHNICAL EVALUATION CRITERIA prescribed in article " Annex C "	

Annex I: Calendar of Activities

Calendar of Activities			
S/No:	Action Description	Date	
		From	To
1	Tender available to vendors	05 September 2021	19 September 2021
2	Closing date for Queries	05 September 2021	15 September 2021
3	Closing date for Submission	-	19 September 2021
4	Bid opening Date	20 September 2021	-
5	Technical and Financial Evaluation	21 September 2021	28 September 2021
6	Approval of Contract	28 September 2021	07 October 2021
7	Issuance of Purchase order	08 October 2021	-

Annex J: Technical Offer Form (to be returned as part of the technical offer).

Please complete this sheet and return the signed and stamped copy as part of your technical offer.

S. No.	Requirements	Included in your Submission? Please write Yes/No		
		YES	NO	Remarks if any
1	Business Registration Certificate in Sudan.			
2	Vendor Registration From - the bidder companies are required to be established no less than three (3) years from the closing date of the tender. The bidders who do not comply with this requirement shall be disqualified.			
3	UNHCR General Conditions of Contracts for the Provision of Goods - July 2018 acknowledged (signed) and submitted (Annex F or Annex G).			
4	UN Supplier's Code of conduct acknowledged (signed) and submitted.			
5	Financial standing; Audited financial statements for the past two (2) years or certified bank statements for the last three (3) years.			
6	The specifications of the offered generators conform to required specifications as per Annex-A signed and stamp			
7	Experience in the supply of similar products. Minimum for the last two years, at least 3 contracts, work orders, PO or reference letters on the letterhead of the client should be provided.			
8	Is the warranty for minimum of 12 months?			
What is your delivery time for below incoterms?				
- DDP incoterms:	Calendar days		
- DAP incoterms:	Calendar days		
What is the validity of your offer in calendar days? UNHCR requires a minimum of 180 days	Calendar days		

Company Name

Company Stamp

Date: _____

Annex B - Financial offer Form for ITB/HCR/ROK/2021/023 Frame Agreement for the Supply and Delivery of Generators to UNHCR Office

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

Company Name: _____.

#	Item Description	Technical Specifications (As stated in Annex A)	Estimate Annual Number of Items (Quantity)	Unit Price in USD for DAP	Unit Price in USD for DDP	Comments
1	Generators	500 KVA	7			
2		350 KVA	7			
3		200 KVA	7			
4		150 KVA	7			
5		100 KVA	7			
6		80 KVA	7			
7		60 KVA	7			
8		45 KVA	14			
9		30 KVA	7			
10		20 KVA	14			
12		10 KVA	7			
13		5 KVA	7			

PRICE QUOTED MUST BE EXCLUSIVE OF VAT FOR BOTH DDP & DAP

Required Information:

Delivery Time proposed by the supplier for DDP Incoterm: _____

Delivery Time proposed by the supplier for DAP Incoterm: _____

Warranty: _____

Validity of the offer: _____

Date of Offer: _____

Focal Person Name: _____

Focal Person Telephone Number: _____

Focal Person Email Address: _____

Signature: _____

Company Stamp: