



UNHCR

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

DATE: 7 OCTOBER 2021

INVITATION TO BID: No. ITB/HCR/ROK/2021/020

ESTABLISHMENT OF FRAME AGREEMENT FOR THE SUPPLY AND DELIVERY OF HEAVY-DUTY PLASTIC BUCKET 15L TO UNHCR WAREHOUSES IN KHARTOUM, EL OBEID, KOSTI, KASSALA, DAMAZINE, EL FASHER, ED DAEIN, GADAREF, AND NYALA.

CLOSING DATE AND TIME: 21 OCTOBER 2021- 23:59 HRS. Local Time

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 16,765 people in more than 138 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), Representation Office in Khartoum, invites qualified bidders to make a firm offer for the **Establishment of a Frame Agreement for the Supply and Delivery of "HEAVY DUTY PLASTIC BUCKET 15L"** to its warehouses in **Khartoum, El Obeid, Kosti, Kassala, Damazine, El Fasher, El Daein, Gadaref, and Nyala** (Referred to hereinafter as goods).

IMPORTANT:

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

UNHCR may award Frame Agreement(s) with an initial duration of Two (2) years, for an additional 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).

The estimated requirement for the Three (3) years for the Bucket equals to **600,000 Pieces**. Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase the above quantity. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders 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 offer(s).

IMPORTANT:

When a Frame Agreement is awarded, either party can terminate the agreement only upon 30 days' notice, in writing to the other party.

The initiation of conciliation or arbitral proceedings in accordance with article 19 "settlement of disputes" of the UNHCR General Conditions of Contracts for provision of Goods and Services shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

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 July 2018 shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

Sub-Contracting: Please take careful note of article 4 of the attached General Terms and Conditions (Annex E).

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.

2. BIDDING INFORMATION:**2.1. ITB DOCUMENTS**

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

- Annex A: Technical Specifications
- Annex B: Technical Offer Form
- Annex C: Financial Offer Form.
- Annex D: Technical Evaluation Criteria
- Annex E: Vendor Registration Form.
- Annex F: UNHCR General Conditions of Contracts for the Provision of Goods and Services (July 2018 Version).
- Annex G: UN Suppliers Code of Conduct.
- Annex H: Bid Data Sheet
- Annex I: Calendar of Activities

2.2 ACKNOWLEDGMENT

We would appreciate you 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.
- The source where you have acquired this tender document (e.g. E-Mail, sudanbid.com, printed media etc.)

2.3 PRE-BID CONFERENCE AND REQUESTS FOR CLARIFICATION

We would also like to inform you that UNHCR Representation Office Khartoum will organize a Pre-Bid conference Meeting via Microsoft Teams on the **13th October 2021** at **12:00 to 13:00 HRS** to discuss any details pertaining the tender. All bidders are encouraged to participate in order to ask questions and raise concerns (if any) 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 **11th October 2021** for us to prepare the platform for the virtual meeting.

Bidders are required to submit any request for clarification or any question in respect of this ITB by e-mail to SUDKH-SU@unhcr.org with CC: mohamid@unhcr.org. **The deadline for receipt of questions is on 12th October 2021 23:59 HRS Sudan Standard Time.** Bidders are requested to keep all questions concise.

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

EMAIL SUBJECT: ITB/HCR/ROK/2021/020 – 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 Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

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 e-mail address will result in disqualification of the offer. Please send your bid directly and only to the address provided in the "Submission of Bid" section 2.6) of this ITB.

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

- Technical offer
- Financial offer

Special Instructions:

- The cost must be inclusive of the transportation to **UNHCR's Warehouses in Khartoum, El Obeid, Kosti, Kassala, Damazine, El Fasher, El Daein, Gadaref and Nyala.**
- 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.

The technical details of the products requested by UNHCR can be found in **Annex A**.

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

A description of your company with the following documents: company profile, registration certificate and last audit for a periods of two years.

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

2. Description and number of similar and successful deliveries

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 -DDP shall apply for this ITB and for any resulting purchase orders(s).

Packing details: The technical offer shall clearly indicate the packing and transport options (e.g. weight, volume, etc.).

Production Capacity: The bidder shall state annual production capacity

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 within Sudan. The bidders should indicate in their offer the quantity they can maintain accordingly.

Shelf life and usable lifespan: The bidder shall clearly state the recommended shelf life of the product, as well as the usable lifespan, i.e. the recommended usage period.

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. **Suppliers Operating Outside sudan are not encouraged to Apply.**

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**).

If your company is already registered with UNHCR, please submit an empty Vendor Registration Form clearly indicating your UNHCR Vendor ID.

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 by signing (**Annex F**).

2.4.2 Content of the FINANCIAL OFFER

Your separate financial offer must be in United States Dollar (USD) to be paid at a **local Bank account**. The selected (awarded) supplier Must Maintain the price valid for a Minimum of Three (03) Years of the contract.

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.

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 90 days from the deadline of submission. UNHCR will make its best effort to select a bidder or firm within this period. The pricing Model quoted in the suppliers offer will remain valid for the duration of the Frame agreement. 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 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, therefore the current market conditions must be factored in before submitting your quote.

2.5 BID EVALUATION:**SAMPLE TESTING AND INSPECTION:**

Important: Pre-qualification of Samples: -Please note that this procurement is subject to rigorous inspection/testing for conformity to the standards and specification as stipulated in (Annex A).

The samples must be clearly labelled with indelible ink with the company name and the description of the items.

You are therefore requested to submit Three (3) 15-liter capacity Buckets as specified in the Technical Specification (Annex A) to UNHCR contracted Inspection company.

Inspection Company: Baltic Cargo Control
Location: Khartoum (3) area, Sudan
Cellphone Number: +249912331539.

The Samples are required to be submitted Between the period 8th October 2021 to 17th October 2021 everyday excluding weekends from 0900Hrs to 1500Hrs Local Sudanese Time.

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

2.5.2 Technical evaluation:

The technical component of the submission will be evaluated using the criteria PASS or FAIL by using the exact same structure as outlined in the technical evaluation criteria in attached **Annex D**, and based on the technical requirements **Annex A**

All bids from the potential suppliers who qualified the inspection/testing will be evaluated based on the technical Evaluation Criteria as per **Annex D**.

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 as Per Annex A.
- Unit cost DAP.
- Delivery capacity-Minimum 17,000 Pcs per Month

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. The bid 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 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/2021/020**

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/2021/020-ESTABLISHMENT OF A FRAME AGREEMENT FOR SUPPLY AND DELIVERY OF HEAVY-DUTY PLASTIC BUCKET 15LS TO UNHCR SUDAN WAREHOUSES IN KHARTOUM, EL OBEID, KOSTI, KASSALA, DAMAZINE, EL FASHER, ED DAEIN, GADAREF, AND NYALA.**

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: Thursday 21 October 2021- 23:59 HRS Sudan Standard Time

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.

2.7 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.

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS


Any Purchase order (PO) issued as a Result of this ITB will be made in USD. 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.

2.10 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.

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 Khartoum



Annex A- Technical Specifications of Heavy-Duty Plastic Bucket 15 L

The 15-liter capacity, heavy duty, non-collapsible plastic bucket with lid is a family or individual drinking water container for general household use. Stackable, made of food grade High Density Polyethylene, HDPE or Polypropylene. Strong and durable quality for a long-life span in tough conditions:

Inspection and Testing for 15-liter capacity Bucket will be done with variation (+/- 5 to 7% applicable to all parts of the specs).

Capacity:	15 liters.
Weight:	800 g (+/- 5%).
Colour:	White or Blue
Material:	Made of food grade HDPE or polypropylene, containing no toxic elements according to EN 1186-3-9 standard.
Handle:	Plastic or metal, easy to carry by hand with a strong flat handle (i.e. without sharp edges) and a roller grip strongly fixed to the bucket
Lid:	The bucket is supplied with a lid that should be able to close tight, but easy to open and close
Flexibility test	The bucket must resist pressure on the two sides to make them touch one another in the middle. Handle test: If made of plastic, the handle must resist folding flat on the cover, pushed on left end, and pushed on right end. In all cases, the handle must also resist to 28kg traction in normal usage position. Lid closing test: the lid should be able to close tight, but easy to open and close.
Handle test:	If made of plastic, the handle must resist folding flat on the cover, pushed on left end, and pushed on right end. In all cases, the handle must also resist 28kg traction in normal usage position.
Lid closing test	The lid should be able to close tight, but easy to open and close
Impact Resistance / Drop Test:	The bucket must be impact resistant when filled and can withstand outdoor equatorial heat. Strong and durable quality for a long lifespan in tough conditions.
Packing:	<ul style="list-style-type: none"> - Packed in Cartons of size 35 x 35 x 110 cm - Number of Pieces per Carton is 24 - 24 buckets are to be staked inside the carton and respective lids should be placed inside the box.
Manufacturer Marking:	<ul style="list-style-type: none"> - UNHCR visibility logo printed on the bucket, placed in the center and on the two sides of the bucket. Blue logos should be printed in white buckets. <p>UNHCR vertical and horizontal logotypes could be printed. In the case of vertical logotype, the size of the logotype should be 15 cm width and 18.33 cm height, proportionate to the width without any distortion to the logo and letterings, as per included logo application reference. In the case of the horizontal logotype,</p> <ul style="list-style-type: none"> - The size of the logotype should be 20 cm width and 5.00 cm height, proportionate to the width without any distortion to the logo and letterings.

ANNEX C –FINANCIAL OFFER FORM

FINANCIAL PROPOSAL FOR THE SUPPLY AND DELIVERY OF HEAVY DUTY PLASTIC BUCKET 15L TO UNHCR WAREHOUSES IN KHARTOUM, EL OBEID, KOSTI, KASSALA, DAMAZINE EL FASHER, , ED DAEIN, GADAREF, AND NYALA.

QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):

**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:

Location	Item Description	UOM	Qty	Unit Price (USD) DDP	Total Price (USD) DDP
UNHCR Khartoum Warehouse	HEAVY DUTY PLASTIC BUCKET 15L	Pieces	22,000		
UNHCR El Fasher Warehouse	HEAVY DUTY PLASTIC BUCKET 15L	Pieces	33,000		
UNHCR El Daein Warehouse	HEAVY DUTY PLASTIC BUCKET 15L	Pieces	51,000		
UNHCR Nyala Warehouse	HEAVY DUTY PLASTIC BUCKET 15L	Pieces	19,000		
UNHCR El Obeid Warehouse	HEAVY DUTY PLASTIC BUCKET 15L	Pieces	92,500		
UNHCR Damazine Warehouse	HEAVY DUTY PLASTIC BUCKET 15L	Pieces	9,000		
UNHCR Kassala Warehouse	HEAVY DUTY PLASTIC BUCKET 15L	Pieces	111,000		
UNHCR Gadaref Warehouse	HEAVY DUTY PLASTIC BUCKET 15L	Pieces	52,500		
UNHCR Kosti Warehouse	HEAVY DUTY PLASTIC BUCKET 15L	Pieces	210,000		
GRAND TOTAL FOR 3 YEARS IN USD					

Please clearly provide the following information:

DISPOSABLE SANITARY PADS	Ex-stock quantity	Set Up Time Upon the Issuance of the PO	Weekly Delivery Capacity

DATE: _____

NAME: _____

SIGNATURE: _____

IN THE CAPACITY OF: _____

DULY AUTHORIZED TO _____

SIGN BID FOR AND ON BEHALF OF:

OFFICIAL STAMP:

ANNEX D- TECHNICAL EVALUATION CRITERIA

NO	Requirement	Description	Criteria	Pass/Fail
1	Statutory Documents	Bidder must present documentation on basic operational licenses such as. <ul style="list-style-type: none"> • Certificate of Incorporation - From the Government of Sudan • Tax Compliance Certificate • Valid Trading License 	All Documents provided	Pass
			Missing document(s)	Fail
2	Acceptance of UNHCR Contractual Terms and Conditions – Annex F	The bidder should sign and stamp the UNHCR General Conditions for the provision of Goods and Services – Annex F or Confirm its acceptance of the terms in a cover letter.	Signed Annex F or Letter confirming acceptance of Annex F	Pass
			Document not signed/ provided/Bidder does not accept the contractual terms in Annex F	Fail
3	UNHCR Suppliers' Code of Conduct	Bidder must confirm its acceptance of Annex G – UNHCR Suppliers' Code of Conduct	Signed Annex G or Letter confirming acceptance of Annex G	Pass
			Document not signed/Bidder does not accept the contractual terms in Annex G	Fail
4	Financial Standing	The bidder has to provide one of the following documents. <ul style="list-style-type: none"> • Latest audited company accounts (No less than 2 year) or • Bank Financial Statement for the past 2 Year. 	Document(s) provided, and company deemed to be financially sound	Pass
			Document(s) not provided, and company not deemed to be financially sound	Fail
5	Delivery Capacity	The bidder has to clearly state in the submitted documents, the delivery time upon receiving a purchase order from UNHCR. For warehouses in Khartoum, El Obeid, Kosti, Kassala, Damazine, El Fasher, El Daein, Gadaref, and Nyala based companies, indicate percentage of the Items available Ex-stock.	Delivery time is within 60 days from issuance of Purchase Order	Pass
			Delivery time is more than 60 days, or no information provided on delivery	Fail
6	Experience	Reference – The bidder shall provide a minimum of three proofs of previous similar experience delivering to UN, International Organization or Government entities e.g. Purchase Orders, Reference letters.	Three or more documents provided	Pass
			Less than three or no documents provided	Fail
8	Item(s) Specifications – Annex A	Compliance of proposed items with UNHCR technical specifications as provided in annex A of this document. <ul style="list-style-type: none"> • Brochures with photos, and technical and performance specifications. • Certificate of Origin 	Brochures with photos, Copies of certificates, licenses, test reports in English	Pass
			Documents not provided or partially provided	Fail

ANNEX H: 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	21 October 2021 – 11:59 Hrs (Local Time) BIDS TO BE MARKED:	
SUBMISSION OF BIDS:	SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM	<u>BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, EMAIL OR COURIER</u> ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM INVITATION TO BID NO: ITB/HCR/ROK/2021/020 ESTABLISHMENT OF FRAME AGREEMENT FOR THE SUPPLY AND DELIVERY OF HEAVY-DUTY PLASTIC BUCKET 15L TO UNHCR WAREHOUSES IN KHARTOUM, EL OBEID, KOSTI, KASSALA, DAMAZINE, EL FASHER, ED DAEIN, GADAREF, AND NYALA. <u>Clearly Marked: NOT TO BE OPENED BY REGISTRY</u>
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:	SUPPLIER'S OFFER WILL REMAIN VALID FOR THE DURATION OF THE FRAME AGREEMENT (I.E., 2 + 1 YEAR(S))	
SPECIFICATIONS:	AS PER ANNEX A – SPECIFICATIONS HEAVY DUTY PLASTIC BUCKET 15LS	
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:	BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR ENQUIRIES IN RESPECT OF THIS INVITATION TO BID BY E-MAIL TO: sudkh@unhcr.org BEFORE 11:59 HRS on 12 October 2021 (CUT-OFF DATE FOR QUERIES). UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.	

Annex H: Calendar of Activities

Calendar of Activities			
S/No:	Action Description	Date	
		From	To
1	Tender available to vendors	7-Oct-21	21-Oct-21
2	Closing date for Queries		12-Oct -21
3	Closing date for Submission		21-Oct-21
4	Bidders Submission of Samples to Baltic Office	7-Oct-21	17-Oct-21
5	Bid opening Date	24-Oct-21	24-Oct-21
6	Technical and Financial Evaluation	25-Oct-21	28-Oct-21
7	Approval of Contract	31-Oct-21	7-Nov-21