



**UNHCR**

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

**DATE: 07 July 2022**

**REQUEST FOR PROPOSAL: RFP/HCR/ROK/2022/006**

**FOR THE PROVISION OF DATA COLLECTION FOR UNHCR RESULTS MONITORING SURVEYS (RMS) IN SUDAN**

**CLOSING DATE AND TIME: 27 July 2022 23:59 HRS SUDAN LOCAL TIME**

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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 17,324 people in more than 135 countries continues to help about 79.5 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environments, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

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## **1. REQUIREMENTS**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sudan Operations, invites qualified firms to make a firm offer for **the provision of Data collection for UNHCR Results Monitoring Surveys (RMS) in Sudan.**

**IMPORTANT:**

Terms of references (TORs) detailed in Annexes A of this document.

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## **2. BIDDING INFORMATION**

### **2.1 RFP DOCUMENTS**

The following annexes form an integral part of this Request for Proposal:

Annex A: Terms of Reference

Annex B: Financial Offer Form

Annex C: Technical Evaluation Criteria

Annex D: Bid Data Sheet

Annex E: Vendor Registration Form

Annex F: Annex F\_UNHCR General Conditions of Contracts for the Provision of Services – 2018

Annex G: Supplier's Code of conduct

Annex H: Calendar of Activities

**IMPORTANT:**

It is strongly recommended that this Request for Proposal and its annexes be read thoroughly. Failure to send the above requested information may result in disqualification from the evaluation process.

### **2.2 ACKNOWLEDGEMENT**

We would appreciate you informing us of the receipt of this RFP by return e-mail to [SUDKH-SU@unhcr.org](mailto:SUDKH-SU@unhcr.org), as to:

- Your confirmation of receipt of this Request for Proposal (RFP)
- Whether or not you will be submitting a bid

**IMPORTANT:**

Failure to send the above requested information may result in disqualification of your offer from further evaluation.

**2.3 REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification or any question in respect of RFP by e-mail to [SUDKH-SU@unhcr.org](mailto:SUDKH-SU@unhcr.org). UNHCR may, at its discretion, copy any reply to a question to all other invited firms. The deadline for receipt of queries is 23:59 HRS on 19 July 2021. Bidders are requested to keep all questions concise.

**Note:**

This document is not to be considered in any way as an offer to contract your firm.

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

**EMAIL SUBJECT: RFP/HCR/ROK/2022/006 – QUERY**

**IMPORTANT:**

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

**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 not be 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's e-mail address will result in disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" section 2.6 of this RFP.

Your offer shall comprise the following 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 terms of Reference for **THE PROVISION OF DATA COLLECTION FOR UNHCR RESULTS MONITORING SURVEYS (RMS) IN SUDAN** can be found in **Annex A**. Your technical offer should be concisely presented and structured in the following order to include, but not necessarily limited to the following information:

- Certificate of Registration issued by the Ministry of Justice (Commercial Registration Department) Sudan.
- List of key personnel and their qualifications
- The organization structure or organizational chart;
- Frame-time for completion of the project
- Work Schedules; Gantt charts.
- Past experience and performance records with other UN Agencies, NGOs or any other major clients and other credentials;
- Experience on similar works



- List of references for similar projects performed by contractor.
- Project assumption's and constraints based on your understanding of the project;
- Audited reports for last three years
- Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the requested requirements by UNHCR as specified in Annex A.
- 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).

#### 2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in **United States Dollars (USD)**. The financial offer must cover all the services to be provided (price "all inclusive"). If no financial offer is received, the bid shall be automatically disqualified. 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.

The Financial Offer is to be submitted as per attached (**Annex B**). 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.**

You are requested to hold your offer valid for a minimum of **90 days** from the deadline for submission. UNHCR will make its best effort to select a company within this period. 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 of 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

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### 2.5 BID EVALUATION

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#### 2.5.1 Supplier Registration:

The qualified company (s) 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 and Financial evaluation:

For the award of this project, UNHCR has established evaluation criteria which governs the selection of offers received. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

- Technical Offer will be weighed at 70 points (or 70%)
- Financial Offer will be weighed at 30 points (or 30%)

The Technical offer will be evaluated using inter alia the following criteria and percentage distribution: **60%** from the total score, with a **minimum passing score of 42 points**.

Evaluation Factors
Mandatory
Valid Registration Documents / Certificate issued by the Ministry of Justice (Commercial Registration Department) Sudan.
Company Age Not less than 3 years from the date of registration / incorporation
Bidder confirms the acceptance of the following in writing and will be required to strictly adhere to; for the purpose of the proposed contract.
UNHCR General Conditions of Contracts for Civil works (October 2000) (Annex F)
Scoring Criteria
<b>OVERALL RESPONSE (05 marks )</b> <ul style="list-style-type: none"> <li>• Understanding of, and responsiveness to, UNHCR requirements.</li> <li>• Understanding of scope, objectives and completeness of response;</li> <li>• Overall concord between UNHCR requirements and the proposal.</li> </ul>
<b>METHODOLOGY AND APPROACH (30 Marks)</b> <ul style="list-style-type: none"> <li>• Quality of the proposed approach and methodology.</li> <li>• Suitability: To what extent the methodology is designed in response to the needs of the TOR;</li> <li>• Quality of proposed implementation plan, i.e. how will the applicant undertake each task,</li> </ul>
<b>RISK MANAGEMENT (05 Marks)</b> <ul style="list-style-type: none"> <li>• Risk assessment - recognition of the risks/peripheral problems and methods to prevent and manage risks/peripheral problems.</li> </ul>
<b>ORGANISATIONAL CAPACITY and PROPOSED TEAM (30 Marks)</b> <ul style="list-style-type: none"> <li>• Professional expertise of the firm/company/organization, knowledge and experience with similar projects, contracts, clients and consulting assignments</li> <li>• Team leader: Relevant experience, qualifications, and position with firm</li> <li>Team members - Relevant experience, skills &amp; competencies</li> <li>• Organization of the team and roles &amp; responsibilities</li> <li>• Timelines proposed must be detailed and realistic</li> </ul>
Total Marks (70)

**The Minimum Score to be considered technically compliant is 70 points out of max 70 technical points (60%). Proposals that score below 42 points will not be considered in the financial evaluation nor for the award of the contract.**

**2.5.3 The Financial offer will use the following percentage distribution: 30% from the total score.**

The maximum number of points will be allotted to the lowest price offer that is opened and compared among those invited firms. All other price offers will receive points in inverse proportion to the lowest price, e.g.,  $[\text{total Price Component}] \times [\text{US\$ lowest}] \setminus [\text{US\$ other}] = \text{points for other supplier's Price Component}$ . 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 also be sent to the street address of UNHCR offices or via Email at the addresses mentioned below:

Bids must be submitted 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](mailto:SUDKHTO@unhcr.org)

The Financial offer should be sent by E-mail ONLY to: [SUDKHFO@unhcr.org](mailto: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]

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: RFP/2022/006 Company ABC (email 1 of 3)

**SUBMISSION OF OFFERS BY COURIER / POST OR HAND DELIVERY:**

Attention:

**THE SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS: REQUEST OF PROPOSAL NO: RFP/HCR/ROK/2022/006 FOR THE PROVISION OF DATA COLLECTION FOR UNHCR RESULTS MONITORING SURVEYS (RMS) IN SUDAN**

**UNHCR REPRESENTATION OFFICE, KHARTOUM-SUDAN, ALONG AHMED KHEIR STREET, KHARTOUM**

**IMPORTANT TO NOTE:** The submission of 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: 27 July 2022 23:59 HRS 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 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.

**IMPORTANT:**

The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the test 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, 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 the service.

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.

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#### **2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS**

Any Purchase Order (PO) issued as a result of this RFP will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions for the Purchase of service and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

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#### **2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR CIVIL WORKS (OCTOBER 2000)**

Please note that the UNHCR General Conditions of Contracts for Civil works (October 2000) (**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.

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#### **2.10 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.

**Ibrahima Drame**

**Supply Officer  
UNHCR Representation Office in Sudan**



## Annex A - Terms of Reference

### Background

As of April 2022, Sudan hosts over 1million refugees and asylum-seekers mainly from South Sudan, Eritrea, Syrian Arab Republic and Ethiopia. South Sudanese refugees and asylum seekers are the largest refugee population in Sudan with recorded 803,634 individuals living in different states of Sudan. The second largest refugee population is Eritrean (129,804 individuals) followed by Syrian (93,482 individuals), Ethiopian (72,316 individuals) and others (36,575 individuals). The main refugee hosting States in Sudan are Khartoum, White Nile, Kassala, Gedaref, South Darfur, East Darfur, as well as West Kordofan and South Kordofan. Thirty nine percent of refugees and asylum seekers live in camps and remaining sixty one percent live are out of camp. There are twenty-six refugee camps in Sudan. The majority of refugees and asylum seekers are women and children (70%), who arrive in poor health after traveling many days to reach Sudan, often by foot, and who are in urgent need of protection, and basic assistance, such as: Food, shelter, health and nutrition, WASH and education support. Many new arrivals are also coming from parts of South Sudan experiencing high rates of food insecurity and malnutrition.

Additionally, there are over three million IDPs and over 945,000 IDP returnees in the five states of Darfur and South Kordofan, West Kordofan and Blue Nile states. Most of the IDPs live in protracted situation in the Darfur states who were displaced due to conflict. Internal displacements due to inter-communal violence is on rise especially in West Darfur. There are eighty IDP camps in Sudan. In the recent months, over 5,500 Sudanese refugees living in Ethiopia have returned to the Blue Nile state.

High-quality data is central to the success of UNHCR's efforts to safeguard the rights and well-being of persons of concern, and to achieving the vision of becoming, by 2025, a trusted leader on data and information related to refugees and other affected populations. The two main data sources for UNHCR are registration systems and household surveys.

UNHCR has developed the Results Monitoring Surveys (RMS) to facilitate and streamline survey-based data collection and monitor impact and outcome level results as part of multi-year country strategies.

The survey will collect household (HH) level data through household survey for refugees and asylum seekers, IDPs and IDP and refugee returnees. The survey will cover both in camp and out of camp refugees and asylum seekers and IDP population. The RMS are household surveys that use standard questionnaires. The main objective of regularly collecting household-level data is to provide UNHCR with essential information to monitor the safeguarding of rights and the well-being of the persons of concern. Quality and timely survey-based data will help UNHCR improve evidence-based planning and programming, allocate resources more effectively, demonstrate accountability, and inform communications and advocacy efforts.

A data sharing agreement with the selected contractor will be signed which will be part of the contract document.

### Objectives of the assignment

This assignment focuses on the RMS in Sudan.

The selected contractor will be responsible for implementing a cross-sectoral probabilistic survey collecting quantitative data using face-to-face personal data collection mode in Sudan. UNHCR will provide the list of refugees and asylum seekers, IDPs and IDP and refugee returnees hosting locations and will facilitate access to these locations. The household survey will be conducted in specific states only. For refugees and



asylum seekers, the HH survey will be conducted in Kassala, Gedaref, Blue Nile, Khartoum, White Nile, South Kordofan, West Kordofan, East Darfur, South Darfur and North Darfur, whereas for IDPs, the HH survey will be conducted in all Darfur states, West Kordofan, South Kordofan and Blue Nile states. For IDP and refugee returnees, the HH survey will be conducted in Blue Nile, South Kordofan and all Darfur states.

This will encompass around 7,000 household interviews, however the sample size for each population group will be determined and agreed mutually.

The survey will provide important new insights into the life and wellbeing of these populations of concern in Sudan and will be an essential tool for the UNHCR country operation.

### **Description of the assignment**

The survey implementation will be carried out by the contractor with support and oversight from the UNHCR Multi-functional Team (MFT) at the Country level, and with advice from Regional Bureau and Headquarters. Data collection will be based on computer assisted personal interviewing (CAPI) using Kobo Toolbox. UNHCR will provide the English version of the standard questionnaire to be used for the assignment, though it will be reviewed and agreed mutually.

For this proposal and particularly for budgeting, around 7,000 households will be interviewed. The survey covers a representative sample of population groups in different states mentioned above.

Based on these assumptions, the contractor will be tasked to carry out the following activities:

- Review the standard questionnaire and prepare separate questionnaire for each population group which will have to be agreed and approved by UNHCR. Translate questionnaire in relevant languages as required.
- Calculate sample size and its geographical distribution for each population group.
- Recruit and train interviewers and field test each questionnaire and modify the questionnaire in consultation with UNHCR as necessary.
- Household surveys across different population groups, States, and settings (camp, rural, urban). This includes:
  - Coordinate and manage field activities
  - Provide continuous data management
  - Provide continuous briefings of field teams on quality of their work
  - Provide continuous briefings of UNHCR team on progress and quality of the fieldwork
  - Organise a final debrief at the end of fieldwork
  - Finalisation of the data according to pre-determined standards
- Data cleaning, analysis and preparation of detailed report. The report format should be submitted by the contractor to UNHCR for feedback. The contractor will incorporate the feedback received from UNHCR and will use this format for final reporting.
- Keep UNHCR informed, consulted and seek for its clearance through the Senior Operations Officer in Khartoum, at each stage of the exercise.

### **Deliverables**

The following deliverables are expected to be submitted in UNHCR's Raw Internal Data Library (RIDL) as part of the project activities:

- Finalised questionnaire for each population group.
- Final raw dataset in the agreed format.
- Inception report.
- Presentation of key findings to UNHCR.
- Draft comprehensive report for UNHCR review and feedback.
- Final comprehensive report.

### Qualification requirements of the contractor

- Demonstrated experience of at least 5 years in conducting computer assisted large scale household surveys (essential).
- Demonstrated experience in conducting listing surveys (desirable).
- Experience in conducting surveys on hard-to-reach populations and on refugees in particular (desirable).
- Prior experience of conducting surveys in Sudan (desirable).
- Prior experience of work with UNHCR (desirable).

### Preparation of the proposal

The applicant should prepare a technical proposal for conducting the described survey, which should contain the general approach to conducting surveys and particular ways of dealing with challenges foreseen for the proposed survey. The proposal should also describe the approach to ensuring high quality of the collected data, which is of paramount importance for the success of the survey. The proposal should describe staffing and organisational setup of the project with detailed proposed timelines of activities. Description of relevant qualifications and experience should be accompanied by a list of relevant projects.

The financial proposal should provide the breakdown of the proposed budget by relevant major activities, accompanied by a narrative describing the rationale for the proposed activities and corresponding timeline. It is particularly important that the financial proposal contains a detailed description of the proposed fieldwork model including, size and composition of teams, means of transport as well as any assumptions on which the budget is based on. The budget should include clearly identified unit costs and quantities per activity.

### Payments Schedule

1. Inception report acceptance - 25%
2. Main fieldwork training completed - 25%
3. All (100%) of field work completed - 25 %
4. Final data and final survey report submitted; assuming data quality is satisfactory and full sample size achieved (payment is only made when UNHCR is satisfied that the data is to the standard expected) - 25%

### Evaluation Criteria

The submitted proposal will be evaluated according to the following criteria:

Category	Points
<b>OVERALL RESPONSE</b>	<b>(5)</b>
Understanding of, and responsiveness to, UNHCR requirements; Understanding of scope, objectives and completeness of response; Overall concord between UNHCR requirements and the proposal.	
<b>METHODOLOGY AND APPROACH</b>	<b>(30)</b>
Quality of the proposed approach and methodology. Suitability: To what extent the methodology is designed in response to the needs of the TOR; Quality of proposed implementation plan, i.e. how will the applicant undertake each task,	
<b>RISK MANAGEMENT</b>	<b>(5)</b>
Risk assessment - recognition of the risks/peripheral problems and methods to prevent and manage risks/peripheral problems.	
<b>ORGANISATIONAL CAPACITY and PROPOSED TEAM</b>	<b>(30)</b>



Professional expertise of the firm/company/organization, knowledge and experience with similar projects, contracts, clients and consulting assignments  
Team leader: Relevant experience, qualifications, and position with firm  
Team members - Relevant experience, skills & competencies  
Organization of the team and roles & responsibilities  
Timelines proposed must be detailed and realistic

The Technical Proposal has a total score of 70 points. Applicants must score minimum of 50 points to be considered technically compliant and in order, for the Financial Proposals to be opened. Financial proposal has a total score of 30 points.

Financial proposal will be judged against the overall proposed budget, but also on the basis of the proposed unit costs and feasibility of underlying field models. The final selection of the applicant will be based on combined technical and financial scores.

**Timeline**

August 2022 to December 2022. The contractor will submit a detailed workplan as part of the “Technical Proposal”. Once the contract is awarded, the detailed work plan will be reviewed by UNHCR and the timeline will be adjusted as necessary and mutually agreed.



**ANNEX B – FINANCIAL OFFER FORM FOR THE PROVISION OF DATA COLLECTION FOR UNHCR RESULTS MONITORING SURVEYS (RMS) IN SUDAN RFP NO: RFQ/HCR/ROK/2022/06**

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:

\_\_\_\_\_

S/N	Service Description	Price /Survey (USD)
1	Provision of data collection for UNHCR results monitoring surveys (rms) in sudan	

**NOTE:**

**Delivery Date required by UNHCR:** four Months upon contract signature

**Proposed Delivery period upon UNHCR request**

**Validity of the offer:**

**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:

**ANNEX C- Technical Evaluation Criteria**

Technical Evaluation Matrix	
Evaluation Factors	Max Scores Allocated
<b>Mandatory</b>	
Valid Registration Documents / Certificate issued by the Ministry of Justice (Commercial Registration Department) Sudan.	<b>PASS/FAIL</b>
Company Age Not less than 3 years from the date of registration / incorporation	<i>(failing to meet a single mandatory criterion will result in disqualification of the contractor from further technical evaluation)</i>
Bidder confirms the acceptance of the following in writing and will be required to strictly adhere to; for the purpose the proposed contract.	
UNHCR General Conditions of Contracts for Civil works (October 2000) (Annex F)	
Evaluation Factors	Max Scores Allocated
<b>OVERALL RESPONSE</b>	· Understanding of, and responsiveness to, UNHCR requirements.
	· Understanding of scope, objectives and completeness of response;
	Overall concord between UNHCR requirements and the proposal ( <b>5 Marks</b> ).
<b>METHODOLOGY AND APPROACH</b>	Quality of the proposed approach and methodology.
	Suitability: To what extent the methodology is designed in response to the needs of the TOR;
	Quality of proposed implementation plan, i.e. how will the applicant undertake each task
	<b>(30 Marks)</b>
	Total= 30 Marks
<b>RISK MANAGEMENT</b>	Risk assessment - recognition of the risks/peripheral problems and methods to prevent and manage risks/peripheral problems. <b>(05 Marks)</b>
<b>ORGANISATIONAL CAPACITY and PROPOSED TEAM</b>	<ul style="list-style-type: none"> <li>• Professional expertise of the firm/company/organization, knowledge and experience with similar projects, contracts, clients and consulting assignments</li> <li>• Team leader: Relevant experience, qualifications, and position with firm</li> <li>Team members - Relevant experience, skills &amp; competencies</li> <li>• Organization of the team and roles &amp; responsibilities</li> <li>• Timelines proposed must be detailed and realistic</li> </ul> <b>(30 Marks)</b>
Total Marks (100)	70 Points

**ANNEX D: BID DATA SHEET**

THE FOLLOWING SPECIFIC DATA FOR THE SERVICES 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.

<b>DEADLINE FOR SUBMISSION OF BIDS</b>	<b>27 July 2022 at 23:59 HRS Sudan Local Time.</b>	
<b>SUBMISSION OF BIDS:</b>	UNHCR SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM	<b><u>BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, EMAIL, POST OR COURIER</u></b> ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM <b>FOR THE PROVISION OF DATA COLLECTION FOR UNHCR RESULTS MONITORING SURVEYS (RMS) IN SUDAN</b> <b><u>Clearly Marked: NOT TO BE OPENED BY REGISTRY</u></b>
<b>LATE SUBMISSION OF OFFERS:</b>	OFFERS SHOULD BE SUBMITTED IN GOOD TIME TO BE RECEIVED BY CLOSING DATE AND TIME.  <b>IMPORTANT NOTE:</b> BIDS RECEIVED AFTER THE DEADLINE FOR SUBMISSION OF BIDS AND BIDS TRANSMITTED IN ANY OTHER MANNER THAN THOSE INDICATED ABOVE WILL NOT BE CONSIDERED.	
<b>BID VALIDITY PERIOD:</b>	90 DAYS	
<b>PRICE VALIDITY PERIOD:</b>	90 DAYS	
<b>DEFECT LIABILITY:</b>	A MINIMUM OF 6 MONTH DEFECT LIABILITY APPLY	
<b>TERMS OF REFERENCE:</b>	ALTERNATIVES TERMS OF REFERENCE SHALL NOT BE CONSIDERED	
<b>DELIVERY SCHEDULE:</b>	SET UP TIME: IN DAYS: DELIVERY TIME: IN DAYS:	
<b>RETENTION MONEY:</b>	Please note that a 5% of the total contract value will be kept as retention money for period of six months from the completion and handover of the site against defects and liabilities.	
<b>RELEASE OF PERFORMANCE BOND OR BANK GUARANTEE</b>	The performance bond or bank guarantee will be released upon the 100% completion of the works and upon the issuance of subsequent Substantial Completion of Works Certification by the UNHCR Project Manager/Engineer.	
<b>LIQUIDATED DAMAGES</b>	The resulting contract from this tendering exercise <b><u>MAY BE</u></b> subject to the application of liquidated damages at the sole discretion of UNHCR and if deemed necessary.	
<b>SUBCONTRACTING</b>	UNHCR WILL HAVE TO APPROVE ANY SUBCONTRACTOR THAT THE CONTRACTOR INTENDS TO USE FOR THE EXECUTION.	
<b>LANGUAGE OF THE BID:</b>	ENGLISH	
<b>REQUESTS FOR ADDITIONAL INFORMATION:</b>	BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR QUERIES IN RESPECT OF THIS REQUEST FOR PROPOSAL TO BID BY E-MAIL TO: <a href="mailto:SUDKH-SU@unhcr.org">SUDKH-SU@unhcr.org</a> BEFORE 23:59 <u>HRS Sudan Local Time on 19 JULY 2022.</u> (CUT-OFF DATE FOR QUERIES). UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.	
<b>BID EVALUATION CRITERIA:</b>	BIDS WILL BE EVALUATED BASED ON THE TECHNICAL EVALUATION CRITERIA prescribed in article <b><u>“2.6.2 Technical and Financial evaluation”</u></b>	

**Annex H: Proposed Calendar of Activities**

Calendar of Activities			
S/No:	Action Description	Date	
		From	To
1	Tender available to vendors	07-JULY-2022	27-JULY-2022
2	Closing date for Queries	19-JULY-22	
3	Closing date for Submission		27-JULY-22
4	Bid opening Date	28-JULY-2022	
5	Technical and Financial Evaluation	31-JULY-2022	04-AUG-2022
6	Approval of Contract	15-AUG-22	
7	Issuance of Purchase order	15-AUG-2022	

Note :

The above dates are tentative and may vary from actual dates.