

**DATE: 15<sup>th</sup> September 2020**  
**REQUEST FOR PROPOSAL: NO. RFP/HCR/ROK/2020/009**  
**FOR THE ESTABLISHMENT OF A SERVICE CONTRACT FOR THE PROVISION OF LEGAL SERVICES TO UNHCR PERSONS**  
**OF CONCERN IN Khartoum.**

**CLOSING DATE AND TIME: MONDAY 14<sup>th</sup> October 2020 – 23:59 HRS SUDAN STANDARD 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 five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 7,685 people in more than 125 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. RFP INFORMATION**

The office of the united nations High Commissioner for Refugees (UNHCR) Sudan operations, invites qualified legal services entities to make a firm offer for the establishment of a frame agreement for the provision of legal services for UNHCR persons of Concern (PoCs) in Khartoum.

UNHCR may award Frame Agreement(s) with initial duration of 1 (one) year, potentially extendable for a further period of 1 (one) year 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.

Please note that the requirements stated in our terms of reference (Annex A) have been specified in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will fully utilize services. Duration 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 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 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.

It is strongly recommended that this Request for Proposal and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Sub-Contracting: Please take careful note of article 5 of the attached General Terms and Conditions (Annex E).

Note: this document is not construed in any way as an offer to contract with your firm.

---

## 2. BIDDING INFORMATION

---

### 2.1 RFP DOCUMENTS

The following annexes form an integral part of this Request for proposal.

Annex A: Terms of Reference (TOR).

Annex B: Technical Evaluation Criteria.

Annex C: Financial Offer Form.

Annex D: Bid Data Sheet.

Annex E: Vendor Registration Form.

Annex F: UNHCR General Conditions of Contracts for the Provision of Services – 2018.

Annex G: UNHCR Supplier's Code of Conduct.

Annex H: How to Join Microsoft Teams without an Account.

### 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
- 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 this RFP by e-mail to [SUDKH-SU@unhcr.org](mailto:SUDKH-SU@unhcr.org) with CC: [mahmouid@unhcr.org](mailto:mahmouid@unhcr.org). **The deadline for receipt of questions is on 05<sup>th</sup> September 2020 23:59 HRS Sudan Standard Time.** Bidders are requested to keep all questions concise.

**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.

**EMAIL SUBJECT: RFP/HCR/ROK/2020/009 – QUERY**

UNHCR will reply to the questions received as soon as possible to each participating bidder shortly after query deadline **05<sup>th</sup> October 2020 -23:59HRS.**

**IMPORTANT:**

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

### 2.4 YOUR OFFER

**IMPORTANT:**

Cancellation of Solicitation: UHCR reserves the right to cancel a Solicitation at any stage of the procurement process prior to final notice of award of a contract.

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.

The following annexes form an integral part of this Request for proposal.

ABW



- Annex A: Terms of Reference (TOR).
- Annex B: Technical Evaluation Criteria.
- Annex C: Financial Offer Form.
- Annex D: Bid Data Sheet.
- Annex E: Vendor Registration Form.
- Annex F: UNHCR General Conditions of Contracts for the Provision of Services – 2018.
- Annex G: UNHCR Supplier’s Code of Conduct.
- Annex H: How to Join Microsoft Teams without an Account.

**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 to the address provided in the “Submission of Bid” section 2.6 of this RFP.

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 detail of the required service provider for the establishment of a frame agreement for the provision of legal services to UNHCR’s persons of concern in Khartoum as terms of reference and Requirements in Annex A.**

The following details shall also be provided in the Technical Offer:

1. **Evidence on previous Similar Experience:** 3-years of experience in provision of similar services.
2. **Technical Qualification and Experience of Staff:** The proposed legal services provider should have relevant technical qualification and experience as demonstrated in the terms of reference (Annex A).
3. **Vendor Registration Form: Duly completed Vendor Registration Form Annex E.**
4. **UNHCR General Conditions for Provision of Services:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for the Provision of Services by signing Annex F.

However, please note that submitting an offer is deemed as full acceptance of UNHCR’s General Conditions for Provision of Goods and Services.

**2.4.2 Content of the FINANCIAL OFFER**

Your separate **Financial Offer** must contain an overall offer in Sudanese Pounds or US Dollars.

Taking into consideration the current economic situation in the country, 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.

The Financial Offer is to be submitted as per financial offer form (Annex C). Bids that have a different price structure may not be accepted.

APB

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. Any activity undertaken or expenses incurred in preparation of a contract before an actual contract is signed shall be borne by the Bidder. An advance notice or information of award is not to be considered as a contract.

UNHCR will not provide any advance payments or payments by letter of credit. The standard payment terms are by bank transfer net thirty (30) days after acceptance of Service provider 's invoice, delivery and acceptance by UNHCR of the services.

**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.**

**2.5 BID EVALUATION**

Each proposal from a Bidder will be considered separately and independently. Bidders shall submit a complete proposal for each solicitation in which they wish to participate. References to previous or on-going proposals will not be considered. Award of a previous contract with UNHCR will not be considered in itself as a preference or guarantee for the award of future solicitations on the same subject.

**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 60 points (or 60%)
- Financial Offer will be weighed at 40 points (or 40%)

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 35 points.**

**IMPORTANT:** Failure to submit a valid registration certificate as legal entity will lead to disqualification.

**The technical offers will be evaluated as follows:**

Evaluation Factors
<b>Mandatory -Pass and Fail</b>
Valid Registration Documents / Certificate issued by competent authority
Company Age Not less than 3 years from the date of registration / incorporation
Bidder confirms the acceptance of the below in writing and will be required to strictly adhere to; for the purpose of the proposed contract. <b>Annex F:</b> General Conditions of Contracts for the provision of and Services -2018 <b>Annex G:</b> Supplier's Code of conduct

*AKW*



<b>Scoring Criteria</b>
Responsiveness to RFP (0-25) marks
Location, accessibility and Area Coverage (0-15) marks
Company qualifications (0-15) marks
Proposed Services (0-20) marks
Qualified lawyers (0-15) marks
Annual Turn over- (0-10)
Total Marks (100)
<b>Passing Marks (60 out of 100)</b>

The Technical offer score will be calculated according to the percentage distribution for the technical and financial offers.

The cut-off points for submissions to be considered technically compliant will be 60 out of 100 points (60%) and those who will not reach the score will be excluded from further evaluation.

**Clarifications of Proposals:**

To assist in the examination, evaluation and comparison of proposals, UNHCR may at its discretion ask the Bidder for clarification about the content of the proposal. The request for clarification and the response shall be in writing and no change in price or substance of the proposal shall be sought, offered or accepted.

The **financial offer** will use the following percentage distribution: **40%** from the total score. The financial component will be analyzed only for those suppliers that pass the technical evaluation.

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., [total Price Component] x [US\$ lowest] \ [US\$ other] = points for other supplier's Price Component.

**2.6 SUBMISSION OF BID**

The offers must bear your official letter head, clearly identifying your company and can be sent to the street address of UNHCR offices 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](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/2020/009 Company ABC (email 1 of 3

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

Attention:

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



REQUEST FOR PROPOSAL NO: **RFP/HCR/ROK/2020/009 FOR THE ESTABLISHMENT OF A SERVICE CONTRACT FOR THE PROVISION OF LEGAL SERVICES TO UNHCR PERSONS OF CONCERN IN KHARTOUM** UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD KHARTOUM

**IMPORTANT TO NOTE: The submission is based on a two envelopes system, separating the technical and financial offers;**

The outer envelope should contain 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: Wednesday 11<sup>h</sup> October 2020 - 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.

**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 Services.

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 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 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 SERVICES - 2018**

---

Please note that the General Conditions of Contracts for the provision of Services - 2018 (**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.



**Alexander B. Woart**  
**Supply Officer**  
**UNHCR Representation Office in Sudan**

15/09/2020





**ANNEX A : TERMS OF REFERENCE FOR THE PROVISION OF LEGAL ASSISTANCE TO PERSONS OF CONCERN BY A LAW FIRM CONSISTING OF THREE PARTNERS.**

The legal firm (hereinafter “the Service provider”) shall provide legal assistance to Persons of Concern who are detained or are facing charges under the Passport and Immigration Act of 1994 or any subsequent amended legislation. The service provider shall consist of three lawyers co-located in Khartoum Field Section. They shall work independently under the oversight supervision of the Head of Khartoum Field Office or when necessary, jointly with COR's Protection section to assist in detention cases. If it becomes necessary, the service provider may be requested to expand its services to other locations in the Sudan, upon separate conditions to be mutually agreed upon. The firm shall carry out the following tasks:

1. Monitoring, visiting and screening persons of concern held in detention including at Police Stations, the Aliens Detention Centre, prisons or any other place where they may be held. Whenever possible, this activity shall be conducted jointly with COR representatives.
2. Gathering and recording electronically, detailed bio-data of persons of concern, including names, nationality, age, date of arrival and COR ID number if any. The data thus collected, and the given circumstances of detention shall be documented in Reports and shared with the UNHCR focal point on a daily basis.
3. Liaising with COR and the Ministry of Justice (District Attorney’s Office) to secure bail on behalf of persons of concern.
4. Preparing written petitions on behalf of persons of concern to and representing the persons of concern before the Courts, including filing and arguing appeals against court decisions particularly in cases involving alleged illegal entry or presence as well as any penalties that may have been imposed, including improper expatriation or deportation Orders.
5. Assist refugees in obtaining affidavits, certificates, attestation letters or other documents from courts and various government entities.
6. Representation of persons of concern before the Courts shall primarily be in immigration-related charges or charges under the Asylum (Organization) Act, 2014. The Legal Firm may on a case-by-case basis be requested to observe proceedings in cases deemed by UNHCR to be particularly serious and where there is a risk of an expatriation Order being made.
7. The Legal Firm shall submit a detailed Monthly Detention Report outlining legal services offered to persons of concern in any given month. Such Report shall be submitted to the Head of Khartoum Field Section.
8. Carry out any other legal duties on behalf of persons of concern that may be assigned to them by the UNHCR Protection Section
9. The Service provider shall perform and carry out the duties and responsibilities for UNHCR as set out in these Terms of Reference.

In addition to the content of the Report referred to at paragraph number 3.1.2 the service provider shall provide detailed information including the nature of charges as well as decisions reached in each case where legal assistance to persons of concern facing charges under the Passport and Immigration Act of 1994 and other legal and protection documentation has been offered.

The Service provider and its Personnel shall perform the Services under this Contract with the necessary care and diligence, and in accordance with the highest professional legal standards, and to the satisfaction of the UNHCR Contracting Officer who shall have the power to reject any works and services which, in his or her judgment, are not in full accordance therewith.

The service provider acknowledges that UNHCR shall have no obligation to provide any assistance to the service provider in performing the Services other than as expressly set forth herein.

The service provider acknowledges and warrants that it has examined the scope of the Services and has satisfied itself by submission of its tender as to the nature of Services, and it has independently obtained all necessary information as to the risks, contingencies and other circumstances which may have influenced or affected its offer. **No increase in service fees as specified or extension of the limits specified for the delivery of the services under this TORs shall be accepted by UNHCR due to failure of the service provider to examine the scope of Services and/or obtain the necessary information regarding their delivery.**

Any conflict between indications on the scope of Services and prohibitions in specifications shall be referred to the focal point of UNHCR Khartoum (Head of Khartoum Field Section) for his /her decision on the matter which shall be final.

Any omission in the specification of legal work and the services to be undertaken necessary for the completion of the Services shall be submitted by the service provider to UNHCR with a request for additional information and shall not in any



way affect the service fees set out under the contract nor the delivery date of the Services specified under paragraph 3.9 below.

The service provider shall start the service immediately upon signature of the Contract and these Terms of Reference shall constitute the service providers Instructions.

The service provider shall provide all its personnel working for it with personal identification cards at the UNHCR project sites. The service provider shall identify a team supervisor responsible for overseeing the services and reporting to UNHCR Khartoum Focal Point (Head of Khartoum Field Section) under this Contract.

The service provider undertakes to comply with all relevant and applicable local laws and shall in addition obtain all necessary permits, licenses and Government authorizations which may be required.

**Annex B : Detailed Technical Evaluation Criteria**

<b>Technical Evaluation Matrix</b>	
<b>Evaluation Factors</b>	<b>Max Scores Allocated</b>
<b>Mandatory</b>	
Valid Registration Documents / Certificate issued by competent authority	<b>PASS/FAIL</b>  <i>(failing to meet a single mandatory criterion will result in disqualification of the Service provider from further technical evaluation)</i>
Company's 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 the proposed contract.	
Bidder confirms the acceptance of the following in writing and will be required to strictly adhere to; for the purpose of the proposed contract <b>Annex F:</b> General Conditions of Contracts for the provision of and Services -2018 <b>Annex G:</b> Supplier's Code of conduct	
<b>Scoring Criteria</b>	
Responsiveness to RFP (0-25 marks)	<b>Required Parameters:</b>
	1. Understanding of, and responsiveness to, UNHCR requirements.
	2. Understanding of scope, objectives and completeness of response.
	3. Overall concord between UNHCR requirements and the proposals.
	Full understanding of UNHCR requirements: the proposal made by the bidder is complete and is fully responsive based on above parameters and is in line with "The Terms of reference" (Annex A) =25
To a larger extent, understands UNHCR requirements and the proposal made by the bidder is complete and is mostly responsive based on above parameters and is in line with "The terms of reference" (Annex A) = 10	
Does not understand UNHCR requirements and the proposal made by the bidder is not complete and is not responsive based on above parameters and is not in line with "The terms of reference " (Annex A) = 0	
Max. = 25 Marks	
Location, accessibility and coverage (0-15 marks)	The service provider office is close to UNHCR office and willing to provide the services as it might be required with Khartoum city with convenient access --15 marks
	Max. = 15 Marks
Company Qualifications (recommendation letters, experience certificates, copy of previous contracts with UN agencies, Embassies, NGOs, Companies, etc.) (0-15 marks)	Strong relevant experience on legal services with Client references; reports from previous Service provided--- 15 marks
	Average experience on legal services with Client references; reports from previous Service provided--- 11 marks
	Any other credentials -- 8 marks
	Max. = 15Marks



Proposed Services (Appropriateness of methodology and match with business requirements) (0-20 marks)	The service provider proposes high quality lawyers who have full knowledge of the service and its sensitivity with a high standard secure measures—20 marks
	<p>The service provider proposes high quality with limited knowledge to the UN working system in dealing with refugees --15 marks</p> <p>The service provider guarantees quality of services required by UNHCR in Khartoum with a case by case approach.10 marks</p>
Max. = 20 Marks	
Qualified lawyers (0-15 marks)	Presence of a qualified lawyers with a bachelor’s degree with at least 5 years of experience in the field of legal services. – 15 marks
	Presence of a qualified lawyers with a bachelor’s degree with at least 3 years of experience in the field of legal services. – 10 marks
	Presence of a qualified lawyers with a bachelor’s degree with at least 1 years of experience in the field of legal services. – 7 marks
Max. = 15 Marks	
Annual Turn over- (0-10) (within pervious five year)	Annual turnover up to USD 30,000 or above= 10 marks
	Annual turnover up to USD 20,000 = 8 marks
	Annual turnover up to USD 15,000 = 4 marks
Max. = 10 Marks	
Total Marks (100)	Passing Marks 60%

**ANNEX C: FINANCIAL PROPOSAL FORM: FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR THE PROVISION OF LEGAL SERVICES TO UNHCR PERSONS OF CONCERN IN KHARTOUM.**

PAYMENT TERMS: ACCEPTANCE OF UN PAYMENT TERMS (I.E. 30 DAYS NET FROM RECEIPT OF DOCUMENTS)

YES  NO

BIDDERS NAME:

Description	UOM	Monthly Cost (SDG or USD)	No. of Months	Total Cost: Price (SDG/USD)
Provision of Legal Services to UNHCR Person of Concern by a Law Firm with a minimum of three lawyers.	Per Months (P.M)		36	

Delivery Date required by UNHCR:

Offer Validity Period (days):

By Responding to this offer the service provider confirm acceptance of the below:

- UNHCR General terms of Contract for the provision of Services
- UNHCR Payment terms

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 D: BID DATA SHEET**

THE FOLLOWING SPECIFIC DATA FOR THE SERVICE TO BE UNDERTAKEN 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	20 <sup>TH</sup> September 2020, 2359 Hrs (Sudan standard 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 <b>REQUEST FOR PROPOSAL NO.:</b> <b>RFP/HCR/ROK/2020/009- SERVICE CONTRACT FOR THE PROVISION OF LEGAL SERVICES TO UNHCR PERSONS OF CONCERN IN KHARTOUM.</b> <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:	90 DAYS	
SPECIFICATIONS:	<b>RFP/HCR/ROK/2020/009 FOR THE ESTABLISHMENT OF A SERVICE CONTRACT FOR THE PROVISION OF LEGAL SERVICES TO UNHCR PERSONS OF CONCERN IN KHARTOUM</b>	
DELIVERY SCHEDULE:	DELIVERY TIME: IN DAYS:	
LANGUAGE OF THE BID:	ENGLISH	
BID SUBMISSION & SAMPLES	<b><u>THE HAND DELIVERY TO BE SUBMITTED TO: UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD KHARTOUM.</u></b> <b><u>EMAIL SUBMISSION TO:</u></b> THE TECHNICAL OFFER SHOULD BE SENT TO: <a href="mailto:SUDKHTO@UNHCR.ORG">SUDKHTO@UNHCR.ORG</a> THE FINANCIAL OFFER SHOULD BE SENT TO: <a href="mailto:SUDKHFO@UNHCR.ORG">SUDKHFO@UNHCR.ORG</a>	
REQUESTS FOR ADDITIONAL INFORMATION:	BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR ENQUIRIES IN RESPECT OF THIS REQUEST FOR PROPOSAL BY E-MAIL TO: <a href="mailto:SUDKH-SU@UNHCR.ORG">SUDKH-SU@UNHCR.ORG</a> ON OR BEFORE MONDAY 05 <sup>th</sup> October 2020 AT 2359 HRS (CUT-OFF DATE FOR QUERIES). UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.	