



30 April 2019

**Provision of Customs Clearance and Freight Forwarding Services for Air and Sea Shipments on Long Term Agreement (LTA) basis**  
ITB No. ITB/KRT/19/025

**To All Bidders:**

#	DOCUMENT / SECTION / CLAUSES	Amendment to RFP Document	Links to the Revised Document
1.	<b>Form F: Price Schedule Form</b>	Price schedule form has been updated to as per <b><u>Revised Price schedule</u></b> (attached to this bid bulletin).	Please See the <b>Revised Price Schedule (Form F)</b> , available at:  1) e-Tendering link: <a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a> Event ID: SDN10 – 0000003516  2) UNGM Link: <a href="https://www.ungm.org/Public/Notice/897477">https://www.ungm.org/Public/Notice/897477</a>
2.	<b>Bid Data Sheet:</b>	Evaluation Method for the Award of Contract	Lowest priced technically responsive, eligible and qualified bid. The evaluation will be carried out on lot wise basis. A bidder wishes to apply for more than one lot shall meet the aggregate requirements for evaluation.
3.	<b>Bid Data Sheet:</b>	UNDP will award the contract to:	<b>One or more Proposers</b> based on the evaluation result.

### Minutes of Pre- Bid Meeting held on 4-4-2019 and Bidders Queries

#	DOCUMENT / SECTION / CLAUSES	Bidders Queries	UNDP Response
1.	N/A	We are unable to get the bid document from the website. Please advise.	Due to the technical problem the ITB document was not available in e-tendering system, now the bidding documents are available on the UNGM, UNDP local and global websites.
2.	<b>Form F: Financial Schedule</b>	In form F “price schedule” indicates that the customs clearance commission is per a AWB and B/L bearing in mind that the B/L sometimes includes more than 10 containers which need more time and much money for the inspection: it would be better to amend the price schedule to indicate that the customs clearance commission is per kilo and per container.	<p>The price schedule has been amended to indicate that the customs clearance commission as per the <b>Revised Price Schedule (Form F)</b>.</p> <p><b>Important Notes:</b></p> <ol style="list-style-type: none"> <li>1) Any submission <u>using the old version of price schedule will not be accepted.</u></li> <li>2) Please provide your Bid Price by submission of filling of <b>Revised Price Schedule Form (F)</b>.</li> <li>3) <u>Please indicate price in the e-Tendering as (1)</u>, in order to simplify bid submission online.</li> </ol>
3.	N/A	We have tried many times to register through the e tendering system but for some reason it is not working, and unable to open the required tender documents in full. Please advise.	<ul style="list-style-type: none"> <li>• In order to register please use the provided Link, user name and password. Due to the technical problem the bidding document were not available. Now bid document is available at UNGM and UNDP websites.</li> <li>• Bidders shall submit their bids using UNDP e-Tendering Website using their user ID and Password that is created while registering in the e-Tendering system.</li> <li>• For e-Tendering Registration Bidders must register online and place their bids (using your username and password).</li> </ul>

			<ul style="list-style-type: none"> <li>If you have not registered in the system before, you can register now by logging in using:  <b>Username: event.guest</b>  <b>Password: why2change</b>  Please follow the registration steps as specified in the system user guide at:  <a href="http://intra.sd.undp.org/bids/doc/1712.pdf">http://intra.sd.undp.org/bids/doc/1712.pdf</a> (English Version)  <a href="http://intra.sd.undp.org/bids/doc/1548.pdf">http://intra.sd.undp.org/bids/doc/1548.pdf</a> (English Version)  <a href="http://intra.sd.undp.org/bids/doc/1622.pdf">http://intra.sd.undp.org/bids/doc/1622.pdf</a> (Arabic Version) </li> </ul>
4.	<b>Bid Data Sheet:</b>  <b>Submission Deadline</b>	we would like to request an extension for submitting of the bid till 18-May-2019. Is this possible.	Yes, we have extended this ITB for additional period. New Bid Submission deadline is <b><u>Tuesday 21<sup>st</sup> May 2019 at 14:00 hours, GMT+2 (Khartoum local time)</u></b>

# FORM F: Revised Price Schedule Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

**Currency of the Bid:** [Insert Currency]

## Financial Proposal Form

The Proposer is required to prepare the Financial Proposal the ITB as indicated in the Instruction to Bidder. The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

**Currency of the Bid:** [Insert Currency]

The Proposer is required to prepare the Financial Proposal the ITB as indicated in the Instruction to Bidder. The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

### Important Notes:

- 1) Price Evaluation will be conducted for all lots.
- 2) Bidder shall bid for the complete lot. **Partial bidding within the lot is not permitted.**
- 3) Each Lot contains two parts: Customs Clearance formalities and Transportation

The Offeror shall prepare the Price Schedule as following

### Lot 1: Custom Clearance

#### Part 1.1 Customs Clearance Services KHARTOUM AIRPORT

To ensure completion of all documentation, Customs and airport formalities, physical clearance of shipment from airport area and delivery to warehouse or any other location of arrival as may be instructed by UNDP on case-by-case basis. The cost should include loading and unloading at final destination.

#### A. Clearing and delivery of Airfreight Shipments:

Description	Flat Rate (USD)	Remarks
Clearance Commission per Airway Bill (AWB)		N/A
Handling charges		If invoices coming from third party, amount will be paid in SDG
Others Charges please specify (if any)		If invoices coming from third party, amount will be paid in SDG

**Note: Table A above will be used for evaluation purpose to determine the financial ranking of Bidders.**

**Lot 1: Part 1.2: Delivery of cargo**

Road transportation rates, including loading and off-loading, for the shipment cleared at airport and to be transported within greater Khartoum or other areas as given below: **The cost should include unloading at final destination**

**The requirement is cost per range, Please DON'T provide the cost per kilo;**

If supplier write the price per kilo, the calculation will be based on the weight per kilo X max range weight

**Table (1): Delivery by Land transport:**

Description	From Khartoum airport to the following locations						
	Khartoum USD	Kadugli USD	Kassala USD	Damazine USD	Elfasher USD	Nyala USD	Elgenina USD
1 – 1,000 Kg							
1,001 - 2,000 Kg							
2,001 - 3,000 Kg							
3,001 - 5,000 Kg							
5,001 kg and above							

**Table (2) Delivery by Air Transport:**

**Note\*The prices shall include temporary storage cost**

Description	From Khartoum airport to the following locations				
	Kadugli USD	Kassala USD	Elfasher USD	Nyala USD	Elgenina USD
1 – 1,000 Kg					
1,001 - 2,000 Kg					
2,001 - 3,000 Kg					
3,001 - 5,000 Kg					
5,001 kg and above					

**Note: Tables 1 & 2 will be the ceiling for Land and Air Transportation during the LTA implementation.**

**Lot 2:**

**Part 2.1: Customs Clearance Services in Port Sudan/ Swakin Sea Ports**

To ensure completion of all documentation, Customs and port formalities, physical clearance of shipment from sea port area and delivery to warehouse or any other location of arrival as may be instructed by UNDP on case by case basis, including loading and unloading.

**Clearing of sea Shipments:**

**A. Clearance Commission:**

Description	Flat Rate (USD)
Clearance Commission per B/L General cargo	
Clearance Commission per B/L Container 20'	
Clearance Commission per B/L Container 40'	
Clearance Commission per B/L Light vehicle/s	
Clearance Commission per B/L Lorries and trucks	
Clearance Commission per each piece crated (shared cargo)	
Clearance Commission per two pieces crated (shared cargo)	
Clearance Commission per Motorcycle	

**B. Handling Charges:**

**Note: Any amount paid to third party by the custom clearance company on behalf of UNDP, will be paid in SDG currency after the Clearance company submit the related receipts to UNDP**

Description	Flat Rate (USD)
Handling charges per B/L General cargo	
Handling charges per B/L Container 20'	
Handling charges per B/L Container 40'	
Handling charges per B/L Light vehicle/s	
Handling charges per B/L Lorries and trucks	
Handling charges per each piece crated (shared cargo)	
Handling charges per two pieces crated (shared cargo)	
Handling charges per Motorcycle	

**Note: Tables A & B above will be used for evaluation purpose to determine the financial ranking of Bidders.**

**Lot 2:**

**Part 2.2: INLAND TRANSPORTATION – By Road**

Road transportation rates, including loading and unloading at the port of the entry to greater Khartoum or other areas as given below: **The cost should include unloading at final destination**

**A. Transportation from the sea port/s to other locations:**

**General Cargo**

**The requirement is cost per range, Please DON'T provide the cost per kilo;**

If supplier write the price per kilo, the calculation will be based on the weight per kilo X max range weight

**A) From Port Sudan to other locations:**

Description	From Port Sudan to the following locations						
	Khartoum USD	Kadugli USD	Kassala USD	Damazine USD	Elfasher USD	Nyala USD	Elgenina USD
1 – 1,000 Kg							
1,001 - 2,000 Kg							
2,001 - 3,000 Kg							
3,001 - 5,000 Kg							
General Cargo (cost per truck 25 tons)							
General Cargo (cost per truck 50 tons)							
20 Ft container							
40 Ft container							

**B) Transport of Vehicles**

From Port Sudan to UNDP Office in Khartoum or any other location within greater Khartoum area :

Transportation of Vehicle	Sedan Car/Short Wheel based Vehicle (USD)	Vans/Long Wheel based Vehicle (USD)
Self-Driven		
Dispatched by Truck		
Dispatched by Car Carrier		

**Note: Tables A & B will be the ceiling for inland transportation during the LTA implementation.**

**Lot 3:**

**Part 3.1: Customs Clearance Services in Soba Zone:**

**Bidder shall bid for the complete lot. Partial bidding within the lot is not permitted.**

Each Lot contains two parts: Customs Clearance and Transportation

To ensure completion of all documentation, Customs and port formalities, physical clearance of shipment from sea port area and delivery to warehouse or any other location of arrival as may be instructed by UNDP on case by case basis, **including loading and offloading.**

**Clearing and delivery of sea Shipments:**

**A. Clearance Commission:**

Description	Flat Rate (USD)
Clearance Commission per B/L General cargo	
Clearance Commission per B/L Container 20'	

Clearance Commission per B/L Container 40'	
Clearance Commission per B/L Light vehicle/s	
Clearance Commission per B/L Lorries and trucks	
Clearance Commission per each piece crated (shared cargo)	
Clearance Commission per two pieces crated (shared cargo)	
Clearance Commission per Motorcycle	

**B. Handling Charges:**

**Note: Any amount paid to third party by the custom clearance company on behalf of UNDP, will be paid in SDG currency after the Clearance company submit the related receipts to UNDP**

Description	Flat Rate (USD)
Handling charges per B/L General cargo	
Handling charges per B/L Container 20'	
Handling charges per B/L Container 40'	
Handling charges per B/L Light vehicle/s	
Handling charges per B/L Lorries and trucks	
Handling charges per each piece crated (shared cargo)	
Handling charges per two pieces crated (shared cargo)	
Handling charges per Motorcycle	

**Note: Tables (A) and (B) above will be used for evaluation purpose to determine the financial ranking of Bidders.**

**Part 3.2: Inland Transportation – By Road**

Road transportation rates, including loading and unloading at the port of the entry to Khartoum (customs clearance Point): **The cost should include unloading at customs clearance point**

**A. Transportation from Port Sudan/ to Soba Zone:**

**I. General Cargo**

**The requirement is cost per range, Please DON'T provide the cost per kilo;**

If supplier write the price per kilo, the calculation will be based on the weight per kilo X max range weight

**Table (1): Transportation from Port Sudan/ to Soba Zone**

Weight	Flat Rate (USD)
1 – 1,000 Kg	
1,001 - 2,000 Kg	
2,001 - 3,000 Kg	
3,001 - 5,000 Kg	
General Cargo (cost per truck 25 tons)	
General Cargo (cost per truck 50 tons)	
Light vehicle/s	
Lorries and trucks	



20 Ft container	
40 Ft container	

**Table (2): Transportation from Soba Zone to other locations:**

Road transportation rates, including loading and unloading at the port of the entry to greater Khartoum or other areas as given below: **The cost should include unloading at final destination**

Description	From Soba Zone to the following locations						
	Khartoum USD	Kadugli USD	Kassala USD	Damazine USD	Elfasher USD	Nyala USD	Elgenina USD /
1 – 1,000 Kg							
1,001 - 2,000 Kg							
2,001 - 3,000 Kg							
3,001 - 5,000 Kg							
General Cargo (cost per truck 25 tons)							
General Cargo (cost per truck 50 tons)							
Light vehicle/s							
Lorries and trucks							
20 Ft container							
40 Ft container							

**Table (3) : Transportation of Vehicles:**

**From Soba Zone to UNDP Office in Khartoum or any other location within greater Khartoum area :**

Transportation of Vehicle	Sedan Car/Short Wheel based Vehicle (USD)	Vans/Long Wheel based Vehicle (USD)
Self-Driven		
Dispatched by Truck		
Dispatched by Car Carrier		

**Note: Tables 1, 2 & 3 will be the ceiling for inland transportation during the LTA implementation.**

**Lot 4:**

**Part 4.1: Customs Clearance Services Garry (Free Zone)**

**Bidder shall bid for the complete lot. Partial bidding within the lot is not permitted.**  
 Each Lot contains two parts: Customs Clearance and Transportation

To ensure completion of all documentation, Customs and port formalities, physical clearance of shipment from sea port area and delivery to warehouse or any other location of arrival as may be instructed by UNDP on case by case basis, including loading and offloading.

## Clearing and delivery of Shipments at Garri Free Zone:

### A. Clearance Commission:

Description	Flat Rate (USD)
Clearance Commission per B/L General cargo	
Clearance Commission per B/L Container 20'	
Clearance Commission per B/L Container 40'	
Clearance Commission per B/L Light vehicle/s	
Clearance Commission per B/L Lorries and trucks	
Clearance Commission per each piece crated (shared cargo)	
Clearance Commission per two pieces crated (shared cargo)	
Clearance Commission per Motorcycle	

### B. Handling Charges:

**Note: Any amount paid to third party by the custom clearance company on behalf of UNDP, will be paid in SDG currency after the Clearance company submit the related receipts to UNDP**

Description	Flat Rate (USD)
Handling charges per B/L General cargo	
Handling charges per B/L Container 20'	
Handling charges per B/L Container 40'	
Handling charges per B/L Light vehicle/s	
Handling charges per B/L Lorries and trucks	
Handling charges per each piece crated (shared cargo)	
Handling charges per two pieces crated (shared cargo)	
Handling charges per Motorcycle	

**Note: Tables A and B above will be used for evaluation purpose to determine the financial ranking of Bidders.**

## Part 4.2: INLAND TRANSPORTATION – By Road

Road transportation rates, including loading and unloading at the port of the entry to Khartoum (customs clearance Point): **Road transportation rates, including loading and off-loading for the port of the entry to Garri.**

### A. Transportation from Garri to other locations:

#### I. General Cargo

**The requirement is cost per range, Please DON'T provide the cost per kilo;**

If supplier write the price per kilo, the calculation will be based on the weight per kilo X max range weight

**Table (1): Transportation from Port Sudan/ to Garri Free Zone:**

Weight	Flat Rate (USD)
1 – 1,000 Kg	
1,001 - 2,000 Kg	
2,001 - 3,000 Kg	
3,001 - 5,000 Kg	
General Cargo (cost per truck 25 tons)	

General Cargo (cost per truck 50 tons)	
Light vehicle/s	
Lorries and trucks	
20 Ft container	
40 Ft container	

**Table (2): Transportation from Garri Free Zone to other locations**

Road transportation rates, including loading and unloading at the port of the entry to greater Khartoum or other areas as given below: **The cost should include unloading at final destination**

Description	From Garri Zone to the following locations						
	Khartoum USD	Kadugli USD	Kassala USD	Damazine USD	Elfasher USD	Nyala USD	Elgenina USD
1 – 1,000 Kg							
1,001 - 2,000 Kg							
2,001 - 3,000 Kg							
3,001 - 5,000 Kg							
General Cargo (cost per truck 25 tons)							
General Cargo (cost per truck 50 tons)							
20 Ft container							
40 Ft container							

**Table 3: Transportation of Vehicles:**

From Garri Free Zone to UNDP Office in Khartoum or any other location within greater Khartoum area :

Transportation of Vehicle	Sedan Car/Short Wheel based Vehicle (USD)	Vans/Long Wheel based Vehicle (USD)
Self-Driven		
Dispatched by Truck		
Dispatched by Car Carrier		

**Note: Tables 1, 2 & 3 will be the ceiling for inland transportation during the LTA implementation.**

<b>Telephone No.</b>	
<b>Fax No.</b>	
<b>Email:</b>	
<b>Website:</b>	
<b>Name of authorised signatory/:</b>	
<b>Functional Title/Position</b>	
<b>Authorized Signatory and stamp</b>	
<b>Date</b>	