



**UNHCR**

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

DATE: 19<sup>TH</sup> OCTOBER 2020

**INVITATION TO BID: No. ITB/HCR/ROK/2020/004**  
**FOR THE ESTABLISHMENT**  
**OF A FRAME AGREEMENT FOR SUPPLY AND DELIVERY OF SHELTER MATERIALS**  
**AND TOOLS KITS FOR UNHCR SUDAN OPERATIONS.**  
**CLOSING DATE AND TIME: 14 NOVEMBER 2020- 23:59 HRS.**

**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 coordinate 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), Sudan Operations, invites qualified suppliers to make a firm offer For the Establishment of Frame Agreement(s) for Supply and Delivery of **Shelter Material and Tools Kits to UNHCR Offices in Darfur, Kassala, Kordofan and White Nile State as specified in Annex A- Specification** which should be Submitted in terms of Separate Lots as highlighted below:

<b>Lots</b>	<b>State</b>	<b>Indicative Requirement of Shelter Kits</b>
1	Darfur	<b>15,000</b>
2	Kassala	<b>5,000</b>
3	Kordofan	<b>10,000</b>
4	White Nile	<b>20,000</b>

**N/B-Bidders May apply for One or more Lots in different Location as stated depending on the capacity of their company. UNHCR Shall evaluate each of the Four (04) Lots and make an award based on each Lots performance.**

**IMPORTANT:**

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

Abew

UNHCR may award Frame Agreement(s) for an initial duration of **1 (one) year**, 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(s) with **no price change/Revision** during the period of the contract.

Tentatively the estimated annual requirement of UNHCR is **20,000** Shelter Kits which are divided into Lots.

Please note that the 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 a minimum quantity of goods. Quantities may vary and will be depend on the actual requirements and funds available regulated by issuance of individual purchase order against the frame agreement.

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

**IMPORTANT:**

When a Frame Agreement is awarded, either party can terminate the agreement only upon 90 days (3 months) notice, in writing to the other party.

The initiation of conciliation or arbitral proceedings in accordance with **article 18** “settlement of disputes” of the UNHCR General Conditions of Contracts for provision of Goods (**ANNEX F**) shall not be deemed to be a “cause” for or otherwise to be in itself a termination clause.

**IMPORTANT**

It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures laid out herein will result in disqualification from the evaluation process.

**IMPORTANT:** This document is not to be considered in any way as an offer to contract your Firm.

---

## **2. BIDDING INFORMATION**

---

### **2.1 ITB DOCUMENTS**

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

Annex A1: Technical Specification (Lot 1-Darfur)

Annex A2: Technical Specification (Lot 2,3&4)

Annex B1: Financial Offer Form-Lot 1.

Annex B2: Financial Offer Form- (Lot 2,3&4)

Annex C: Technical Evaluation Criteria (To be Subjected to All the Lots)

Annex D: Bid Data Sheet

Annex E: Vendor Registration Form (*Only those Vendor need fill this form who are not already registered with UNHCR*)

Annex F: UNHCR General Conditions of Contracts for the Provision of Goods - July 2018

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

Annex H: Supplier Code of Conduct

Annex I: Calendar of Activities

Annex J: How to Join Microsoft Teams without an Account

### **2.2 ACKNOWLEDGMENT**

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

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid
- The source where you have acquired this tender document (e.g. E-Mail, UNGM website, sudanbid.com, print media, etc.)

Abu



**IMPORTANT:**

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

**2.3 PRE-BID CONFERENCE**

We would also like to inform you that UNHCR Representation Office Khartoum will organise a **Pre-Bid conference Meeting via Microsoft Teams on the 2<sup>ND</sup> November 2020 at 10:00 Hrs** to discuss details of the tender. All bidders are encouraged to participate in order to ask questions and raise concerns 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 **1<sup>st</sup> November 2020** for us to prepare the platform for the virtual meeting.

**2.4 REQUESTS FOR CLARIFICATION:**

Bidders are required to submit any request for clarification in respect of this ITB by e-mail at [sudkhsu@unhcr.org](mailto:sudkhsu@unhcr.org) the deadline for receipt of questions is **The deadline for receipt of questions is 23:59 HRS on 1<sup>st</sup> November 2020.**

**IMPORTANT:**

Please note that Bid Submissions are **not** to be sent to the e-mail addresses above. Failure to comply with this provision may result in disqualification.

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

**EMAIL SUBJECT: ITB/HCR/ROK/2020/004 – QUERY**

UNHCR will compile the questions received and will respond to all qualified companies and contactors participating in the tender competition.

**2.5 YOUR OFFER**

Your offer shall be prepared in English. Please submit your offer using the submission template provided. It should conform to the requirements and contain all information required. The offers not conforming to the requested format will not be taken into consideration for evaluation.

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

- Annex A1: Technical Specification (Lot 1)
- Annex A2: Technical Specification (Lot 2,3&4)
- Annex B1: Financial Offer Form (Lot1)
- Annex B2: Financial Offer Form (Lot 2,3&4)
- Annex C: Technical Evaluation Criteria- (For All the Lots)
- Annex D: Bid Data Sheet
- Annex E: Vendor Registration Form (*Only those Vendor need fill this form who are not already registered with UNHCR*)
- Annex F: UNHCR General Conditions of Contracts for the Provision of Goods - July 2018
- Annex G: UNHCR General Conditions of Contracts for the Provision of Goods (Arabic Version)
- Annex H: Supplier Code of Conduct
- Annex I: Calendar of Activities
- Annex J: 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 address will result in disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" (section 3) of this ITB.

ABW

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

### 2.5.1 CONTENT OF THE TECHNICAL OFFER

**IMPORTANT:**

No pricing information should be included in the Technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required.

The technical details of the products requested by UNHCR can be found in (**Annex A: Technical Specifications**)

Your technical offer (signed and stamped) should clearly state whether or not the goods you are offering are fully conforming to the product specifications given. Clearly state and disclose any discrepancies with the specifications given.

The technical offer shall include the information requested in technical offer from found in Annex A. In addition, technical offer should include the following information:

**Description of the Company and the company's qualification:** A description of your company with the following documents:

- company profile
- Registration certificate
- Any other statutory documents as required by the Government of Sudan.
- Number of Similar and successful deliveries. Please include Three (03) references (e.g. Purchase orders, contracts e.t.c).
- Financial capacity (Please provide your last audit report and bank statement)

The following details shall also be provided in the Technical offer.

**Incoterms:** The International Chamber of Commerce Incoterms 2010 shall apply for this ITB and for any resulting purchase orders(s). DAP is the preferred incoterm by UNHCR for this specific tender.

**Technical composition of material:** The bidder must conform to the technical specification of the bid as stated in (**Annex A**).

**Annual delivery Capacity:** The bidder shall state annual delivery capacity.

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

**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.

**Photo of the Shelter materials:** The bidder shall provide the images of all the material the company is bidding for.

**Vendor Registration Form:** If your company is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the vendor registration form (**ANNEX E**).

**UNHCR General conditions for provision of Goods:** Your technical offer should contain your acknowledgement of the UNHCR General conditions for provision of Goods by signing (**ANNEX F**) of the tender document.

APW

**SAMPLING/TESTING/INSPECTION:**

**Important: Pre-qualification of Samples:** Please note that this procurement is subject to rigorous inspection/testing for conformance 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 a complete sample of your shelter material and Tool kit as specified in the Technical Specification (Annex A) at UNHCR's Warehouse located in Mayo between the period 3<sup>rd</sup> November 2020 to 8<sup>th</sup> November 2020, each day 15:00 HRS Sudanese Time.

Please note that the result of the inspection will be shared directly with UNHCR and a copy to the participating companies in the competitive process.

**N.B-Those companies that are unable to avail the samples in time for testing/inspection will be disqualified and will not be considered for further evaluation process.**

Please note that this is a voluntary competition process and UNHCR will not accept claims of any kind including financial, from the companies for their expenses incurred for participating in the process.

**Contact perosn for UNHCR warehouse : Haitham Ahmed (Cellphone No: +24991282323)  
Title: Supply Associate -UNHCR**

**IMPORTANT TO NOTE:**

Only those bidders whose samples meeting UNHCR set standard specification as per Annex A will be considered for the next stage in the evaluation process.

**2.5.2 CONTENT OF THE FINANCIAL OFFER**

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

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

The following details shall be provided for each item:

**Unit costs:** Using the pricing structure and model (**Annex B**)

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 [90] days from the deadline for submission. UNHCR will make its best effort to select a company within this period. The pricing model quoted in the Supplier's offer will remain valid for the duration of the Frame Agreement. UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

**IMPORTANT: UNHCR can only facilitate payments through the local banks and not banks outside Sudan and therefore the current market condition must be factored in before submitting your quote.**

APW

**IMPORTANT:**

The financial offer signed and stamped is to be sent separately from the technical offer

---

**2.5 BID EVALUATION**

---

**2.5.1 Supplier Registration:**

The qualified suppliers will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial standing,
- Core business,
- Track record,
- Contract capacity.

**2.5.2 Technical evaluation and Financial evaluation:**

The technical component of the submission will be evaluated using the criteria **PASS or FAIL by using the exact same structure based on the Criteria in Annex C.**

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

- Compliance with the established UNHCR specifications as per Annex A.
- Availability of all required items (**All or none basis**) e.g. a supplier offers part of the items listed in the requirements while some items are missing in such case the offer will not be considered.
- Unit cost DAP UNHCR Kassala/Kosti/Darfur/ Kordofan
- Delivery capacity
- Previous experience
- Financial capacity

For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

**UNHCR reserves the right to award without clarifications and/or discussions.**

If there are arithmetic mistakes in the budget of the technically acceptable Applicants, UNHCR will rectify

**These mistakes on the following basis:**

- a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected; and
- b) If there is a discrepancy between the amounts in figures and in words, advantage will be given to the amounts in words.

UNHCR reserves the right to reject the Proposal if the technically acceptable Applicant does not accept the correction of mistakes in the budget by UNHCR.

**UN Global Compact and other factors:** UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labor and civil society to support ten principles in the

ABW

areas of the human rights, labour, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

---

## 2.6 SUBMISSION OF BID

---

The offers must bear your official letter head, clearly identifying your company and can also be sent to the street address of UNHCR offices via Post or Courier or Email at the addresses mentioned below:

The Bid must be sent in the following manner:

**By e-mail:**

Bids should be submitted by e-mail and all attachments should be in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.).

The Technical and Financial offers shall be clearly separated.

The Technical and Financial offers shall be clearly separated.

The Technical offer should be sent by E-mail ONLY to: [SUDKHTO@unhcr.org](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: ITB/2020/004 Company ABC (email 1 of 3)

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

**Attention:**

THE SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS  
INVITATION TO BID NO.: ITB/HCR/ROK/2020/004 FOR THE ESTABLISHMENT  
OF A FRAME AGREEMENT FOR SUPPLY AND DELIVERY OF SHELTER MATERIALS AND  
TOOLS KITS FOR UNHCR SUDAN OPERATIONS.

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

**IMPORTANT TO NOTE: The submission is based on two envelop system separating the technical and financial offer;**

The outer envelope should be containing two inner envelopes as described below:

Both inner envelopes shall indicate your firm's name and address. The first inner envelope shall be marked "Technical Component" and contain the full technical component of your offer. The second inner envelope shall be marked "Price Component" and include your signed and stamped financial offer.

**IMPORTANT:** The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification. All bids must be clearly marked: **NOT TO BE OPENED BY REGISTRY**

**Deadline: 14<sup>TH</sup> November 2020 23:59 HRS Sudan Standard Time.**

APB



**IMPORTANT:** Any bid received after this date or sent to another UNHCR address may be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

---

## **2.7 BID ACCEPTANCE**

---

UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial awards.

UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Goods.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that UNHCR is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

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


Any Purchase Order (PO) issued as a result of this ITB will be made in the currency of the winning offer(s). Payment will be made in accordance 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 GOODS AND SERVICE - 2018**

Please note that the General Conditions of Contracts (Annex G) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.

## **2.11 ZERO TOLERANCE POLICY**

Please note that UNHCR strictly follows zero tolerance policy and as such advise suppliers not to offer any gift, favor, hospitality, etc. to UNHCR staff.

  
Alexander B. Woart 19/10/2020  
Supply Officer  
Unhcr Representation Office in Sudan





**Annex A1: Technical Specification and Kit Composition (Darfur State) -Lot 1**

ANNEX A (1) - Technical Specification and Kit Composition (Darfur States) Lot 1			
Estimated need: 15,000 Shelter and Tool Kits			
Item	Description	Composition Qty per Kit (One Kit)	UOM
Side Short Poles/Sheba (Y pole) (3" dia)	The wood can be of Ban, Sahab or babanus tree	10	2 m
Long Poles (3" dia)	The wood can be of Ban, Sahab or babanus tree	3	2.5 m
Bamboo Stick	2" dia for Curved Roof @ 20cm	16	5 m
Roof Beam (3" dia)	The wood can be of Ban, Sahab or babanus tree	4	4 m
Wall Plate/Beam (3" dia)	The wood can be of Ban, Sahab or babanus tree	6	4 m
Bamboo Sticks @2" dia	Sticks @2" dia	18	5 m
Hazeer	Good quality for Bamboo Stick slice for side walls	42	m <sup>2</sup>
Shargani (3.5x2m)	(3.5x2m)	12	m <sup>2</sup>
Locally Produced Rope	(Jamica)	2	kg
Tool Kits			
Wood Saw	2 feet long stainless-steel blade with smooth wooden handle	1	Each
Shovel	Complete heavy-duty good quality	2	Each
1 Meter Rod	1 Meter Rod @ 1.5" dia	2	Each
Axe	Complete heavy-duty good quality	2	Each

**Annex A2: Technical Specification and Kit Composition -Lot 2,3 & 4 (White Nile, Kassala & Kordofan)**

ANNEX A (2) - Technical Specification and Kit Composition (White Nile, Kassala and Kordofan States) Lot 2, 3 and 4			
Estimated need: 35,000 Shelter and Tool Kits			
Goods requested	Description	Qty per Kit(One Kit)	UOM
Side Short Poles/Sheba (Y pole) (3" dia)	The wood can be of Ban, Sahab or babanus tree	6	2 m
Long Poles (3" dia)	The wood can be of Ban, Sahab or babanus tree	3	2.5 m
Truss beam (3" dia)	The wood can be of Ban, Sahab or babanus tree	6	2.5 m
Wall Plate/Beam (3" dia)	The wood can be of Ban, Sahab or babanus tree	6	4 m
Purlin (3" dia)	The wood can be of Ban, Sahab or babanus tree	12	2.5 m
Bamboo Sticks @2" dia	Sticks @2" dia	10	2.5 m
Grass Mat	Grass Mat 3 x 3 Meter	8	72
Bamboo Stick	Bamboo Stick for Support (2" dia)	18	1.5 m
Reed Rush Mat	Reed Rush Mat/Hazera 1.3 x 2.7	12	Sqm
Locally Produced Rope	(Jamica)	2	kg
Tool Kits			
Wood Saw	2 feet long stainless-steel blade with smooth wooden handle	2	Each
Shovel	Complete heavy-duty good quality	2	Each
1 Meter Rod	1 Meter Rod @ 1.5" dia	2	Each
Axe	Complete heavy-duty good quality	2	Each

ANNEX B (1) - Financial Offer Form (Darfur States) Lot 1					
Estimated need: 15,000 Shelter and Tool Kits					
Item	Description	Composition Qty per Kit (One Kit)	UOM	Unit Price (USD)	Total Amount / Kit (USD)
Side Short Poles/Sheba (Y pole) (3" dia)	The wood can be of Ban, Sahab or babanus tree	10	2 m		
Long Poles (3" dia)	The wood can be of Ban, Sahab or babanus tree	3	2.5 m		
Bamboo Stick	2" dia for Curved Roof @ 20cm	16	5 m		
Roof Beam (3" dia)	The wood can be of Ban, Sahab or babanus tree	4	4 m		
Wall Plate/Beam (3" dia)	The wood can be of Ban, Sahab or babanus tree	6	4 m		
Bamboo Sticks @2" dia	Sticks @2" dia	18	5 m		
Hazeer	Good quality for Bamboo Stick slice for side walls	42	m <sup>2</sup>		
Shargani (3.5x2m)	(3.5x2m)	12	m <sup>2</sup>		
Locally Produced Rope	(Jamica)	2	kg		
Tool Kits					
Wood Saw	2 feet long stainless-steel blade with smooth wooden handle	1	Each		
Shovel	Complete heavy-duty good quality	2	Each		
1 Meter Rod	1 Meter Rod @ 1.5" dia	2	Each		
Axe	Complete heavy-duty good quality	2	Each		



ANNEX B (2) - Financial Offer Form (Darfur States) Lot 2,3 and 4									
Estimated need: 35,000 Shelter and Tool Kits (White Nile, Kassala and Kordofan States) Lot 2, 3 and 4									
Estimated need: 35,000 Shelter and Tool Kits									
Goods requested	Description	Qty per Kit (One Kit)	UOM	White Nile		Kassala		Kordofan	
				Unit Price (USD)	Total Amount / Kit (USD)	Unit Price (USD)	Total Amount / Kit (USD)	Unit Price (USD)	Total Amount / Kit (USD)
Side Short Poles/Sheba (Y pole) (3" dia)	The wood can be of Ban, Sahab or babanus tree	6	2 m						
Long Poles (3" dia)	The wood can be of Ban, Sahab or babanus tree	3	2.5 m						
Truss beam (3" dia)	The wood can be of Ban, Sahab or babanus tree	6	2.5 m						
Wall Plate/Beam (3" dia)	The wood can be of Ban, Sahab or babanus tree	6	4 m						
Purlin (3" dia)	The wood can be of Ban, Sahab or babanus tree	12	2.5 m						
Bamboo Sticks @2" dia	Sticks @2" dia	10	2.5 m						
Grass Mat	Grass Mat 3 x 3 Meter	8	72						
Bamboo Stick	Bamboo Stick for Support (2" dia)	18	1.5 m						
Reed Rush Mat	Reed Rush Mat/Hazera 1.3 x 2.7	12	Sqm						
Locally Produced Rope	(Jamica)	2	kg						
Tool Kits									
Wood Saw	2 feet long stainless-steel blade with smooth wooden handle	2	Each						
Shovel	Complete heavy-duty good quality	2	Each						
1 Meter Rod	1 Meter Rod @ 1.5" dia	2	Each						
Axe	Complete heavy-duty good quality	2	Each						

**Annex C-Technical Evaluation Criteria (For Lot 1,2,3 & 4)**

Description of the Assessment Criteria	Criterion for Pass/Fail	Pass	Fail
Registration certificate; tax compliance certificate, business registration certificate and other statutory documents (The company must be registered and licensed by the Government of Sudan (GoS) to provide such goods/services)	<ul style="list-style-type: none"> <li>• All documents provided = Pass</li> <li>• Essential document missing = Fail</li> </ul>		
Financial capacity	<ul style="list-style-type: none"> <li>• Supplier provided the last audited financial report and bank statement= Pass</li> <li>• Supplier did not provide last audited report and bank statement= Fail</li> </ul>		
Experience in the supply and delivery of these goods	<ul style="list-style-type: none"> <li>• Supplier has at least 3 years' experience in the supply and delivery of Shelter Materials and tool kits = Pass</li> <li>• Supplier has less than 3 years' experience in the supply and delivery of Shelter Materials and Tool kits = Fail</li> </ul>		
Understanding of Technical Specification	<ul style="list-style-type: none"> <li>• Offer complete and supplier has provided technical composition of materials = Pass</li> <li>• Offer incomplete or Supplier did not provide technical composition of materials = Fail</li> </ul>		
Delivery Capacity	<ul style="list-style-type: none"> <li>• Supplier has provided information on its delivery capacity and Time = Pass</li> <li>• Supplier did not provide information on its delivery capacity and Time = Fail</li> </ul>		

**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>14<sup>TH</sup> November 2020 at 2359 Hrs Sudan Local Time.</b>	
	<b>BIDS TO BE MARKED:</b>	
<b>SUBMISSION OF BIDS:</b>	UNHCR SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN- KHARTOUM	BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, POST OR COURIER ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM <b>ESTABLISHMENT OF A FRAME AGREEMENT FOR SUPPLY AND DELIVERY OF SHELETER MATERIALS AND TOOLSD KITS FOR UNHCR SUDAN OPERATIONS.</b> Clearly Marked: NOT TO BE OPENED BY REGISTRY
<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 REFERNCE SHALL NOT BE CONSIDERED	
<b>DELIVERY SCHEDULE:</b>	SET UP TIME: IN DAYS: DELIVERY TIME: IN DAYS:	
<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 2359 <u>HRS Sudanese Time</u> on <b>1<sup>st</sup> November 2020. (CUT-OFF DATE FOR QUERIES)</b> . 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>Annex C</b> "	



### Annex I: Calendar of Activities

Calendar of Activities			
S/No:	Action Description	Date	
		From	To
1	Tender available to vendors	19-Oct-20	14-Nov-20
2	Closing date for Queries	20-Oct-20	1-Nov-20
3	Pre-bid virtual Meeting	2-Nov-20	2-Nov-20
3	Closing date for Submission		14-Nov-20
4	Bidders Submission of Samples to UNHCR warehouse	3-Nov-20	8-Nov-20
4	Bid opening Date	15-Nov-20	16-Nov-20
5	Technical and Financial Evaluation	17-Nov-20	24-Nov-20
6	Approval of Contract	25-Nov-20	29-Nov-20
7	Issuance of Purchase order		1-Dec-20