



UNHCR

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

DATE: 20 January 2021

INVITATION TO BID: No. ITB/HCR/ROK/2021/001
FOR THE SUPPLY, DELIVERY HOUSEHOLD ITEMS, FURNITURE AND APPLIANCES
INCLUDING INSTALLATION FOR UNHCR GUESTHOUSE IN GADAREF

CLOSING DATE AND TIME: 16 February 2021 - 23:59 HRS. Local Time

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and 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), Representation Office in Khartoum, invites qualified bidders to make a firm offer for the **establishment of a Contract for the supply, delivery household items, furniture and appliances including installation** for UNHCR Guesthouse in Gadaref (Referred to hereinafter as goods).

Lots	Description
1	Household items including delivery to UNHCR's Guesthouse in Gadaref
2	Furniture including delivery and installation in UNHCR's Guesthouse in Gadaref
3	Washing machine including delivery and installation in UNHCR's Guesthouse in Gadaref

N/B-Bidders May apply for One or more Lots as stated depending on the capacity of their company. UNHCR shall evaluate each of the three (3) Lots and make an award based on each Lots performance.

IMPORTANT:

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

IMPORTANT INFORMATION

COMPLIANCE TO SPECIFICATIONS:

All the companies must comply with the specification, standards & sizes provided in this tender document.

DELIVERY CAPACITY:

Companies/firms are advised to declare the delivery time (and installation date for Lot 2 and 3) and commit a date for the delivery/installation of the goods and **MUST** meet the committed date.

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.

The quantities of the Goods required are specified on **Annex B: Financial offer form**

Other United Nations Agencies, Funds and Programmes shall be entitled to the same prices and terms as those contained in the offer(s) of the successful bidders.

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

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

IMPORTANT:

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

When the contract is signed, settlement of disputes between the two parties has to be in accordance with **article 18** “settlement of disputes” of the UNHCR General Conditions of Contracts for provision of goods & services (Version July 2018 shall not be deemed to be a “cause” for or otherwise to be in itself a termination clause.

2. BIDDING INFORMATION:

2.1. ITB DOCUMENTS

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

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

2.2 ACKNOWLEDGMENT

We would appreciate your acknowledgment of the receipt of this ITB by signing the ITB distribution summary sheet available at the designated bid collection offices (UNHCR Representation in Khartoum)

We would appreciate you informing us of the receipt of this ITB by return e-mail to SUDKH-SU@unhcr.org as to:

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

IMPORTANT:

Failure to fill the ITB distribution summary sheet may result in disqualification of your offer from further evaluation.

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by Email to sudkh-su@unhcr.org with a cc: gusakov@unhcr.org. **The deadline for receipt of questions is 23:59 HRS on 9th February 2021.**

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/2021/001 – QUERY

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

2.4 YOUR OFFER

Your offer shall be prepared in English. The documents showing the Financial and Technical Offers should bear the bidder's headed letters.

IMPORTANT:

Please send your bid directly to the address provided in the "Submission of Bid" section 2.6 of this ITB. Sending your bid to a different address will result in disqualification of the offer.

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

- Technical offer
- Financial offer

Your Technical and financial offers **MUST** be sealed in two (2) separate envelopes which should then be inserted in a Third envelop and seal. Offers not following this requirement may be disqualified.

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 email address will result in the disqualification of your offer. Please send your bid directly to the address provided in the "Submission of bid Section 2.6" of this ITB.

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

Special Instructions:

- The cost must be inclusive of the transportation and installation for Lot 2, Furniture and Lot 3, Washing machine to **UNHCR's Guesthouse**.
- The supplier must check/inspect the items before dispatching them to UNHCR;
- All rejected items must be replaced by the supplier at no extra cost to UNHCR.

2.4.1 Content of the TECHNICAL OFFER:

IMPORTANT:

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

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

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

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

2. Description and number of similar and successful deliveries

3. Understanding of the required goods

Provide a detailed specification of the goods proposing.

A description of your company's capacity to provide the goods, including an estimated time of delivery and installation for Lot 2, Furniture and Lot 3, Washing machine;

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

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

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.

Warranty: The bid shall include defects and liability period with terms of warranty.

Certificate: The bidder shall submit a copy of internationally recognized quality certificate of the manufacturing company together with a copy of quality certificate for the finished product.

Vendor Registration Form: If your firm is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor Registration Form (Annex D).

UNHCR General Conditions of Contract for Provision of Goods and Services (Version 2018). Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods by signing Annex E.

2.4.2 Content of the FINANCIAL OFFER

Your separate financial offer must be in United States Dollar (USD) currency to be paid at a local Bank account.

The prices offered should remain valid for at least 90 days from the date of closing of the tender.

The Financial offer is to be submitted as per the Financial Offer Form (Annex B) on your headed paper. 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 90 days from the deadline of submission. UNHCR will make its best effort to select a bidder or firm within this period. UNHCR's standard payment terms are within 30 days after satisfactory provision and receipt of documents in order.

2.5 BID EVALUATION:

The evaluation will be conducted in 2 stage as follows:

2.5.1 Technical:

Your bid will be evaluated by checking and verification of submitted tender documents by UNHCR Technical Evaluation Committee.

UNHCR's Technical Evaluation Committee shall check submitted tender documents and mark 'Yes' or 'No' against the conditions listed at Annex A.

Only offers who score 'Yes' for all conditions qualify for further evaluation

2.5.2 Financial:

Evaluation of Financial Offers.

Bids will be tabulated and compared for all participating companies that have passed the technical evaluation. It is important to send a complete Offer. The contract may be awarded to the vendor(s) with the lowest priced offer passing the technical evaluation.

2.5.3 Technical and Financial Evaluation in accordance with Annex A and B:

All bid from pre-qualified suppliers will be evaluated on a PASS/FAIL or FAIL/NO criteria. This will be followed later by performance evaluation of a supplier such as:

- Random / periodic testing of supplier's product
- Ability to respond quickly to Agency's needs,
- Timely delivery
- Dependability of product and services

2.6 SUBMISSION OF BID:

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

The Bid must be sent in the following manner:

By e-mail:

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

The Technical and Financial offers shall be clearly separated.

The Technical offer should be sent by E-mail ONLY to: SUDKHTO@unhcr.org

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

It is your responsibility to verify that all e-mails/documents have been received properly before the deadline. Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of 10 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/HCR/ROK/2021/001** 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.

INVITATION TO BID NO: ITB/HCR/ROK/2021/001 FOR THE SUPPLY, DELIVERY HOUSEHOLD ITEMS, FURNITURE AND APPLIANCES INCLUDING INSTALLATION FOR UNHCR GUESTHOUSE IN GADAREF

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: Tuesday 16 February 2021 - 23:59 HRS Sudan Standard Time

IMPORTANT:

The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the technical evaluation and has been accepted by UNHCR as meeting the technical specifications.

2.7 BID ACCEPTANCE:

UNHCR reserves the right to accept the whole or part of your bid.

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

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

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

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Payment will be made in accordance to the General Conditions for the Purchase of Goods and Services in the currency in which the PO is issued. Payments shall only be initiated after confirmation of satisfactory receipt of goods by UNHCR business owner.

2.9 UNHCR CAN ONLY FACILITATE PAYMENTS THROUGH THE LOCAL BANKS AND NOT BANKS OUTSIDE OF SUDAN

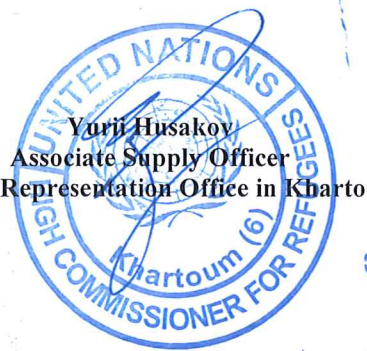
2.10 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES

Please note that the General Conditions of Contracts (**Annex E**) 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.

Yurii Husakov
Associate Supply Officer
UNHCR Representation Office in Khartoum



ANNEX – A

Technical Specifications of household items, furniture and washing machine

Item Description	Minimum Technical Requirements
LOT 1, HOUSEHOLD ITEMS	
Forks	Stainless Steel 3mm thick, 203 mm long
Teaspoon	Stainless steel 2mm thick, 118mm long
Spoon	Stainless Steel 2mm thick, 205mm long
Knife	Stainless steel 10mm thick handle, 235mm long
Glasses	Min 290 cc volume Clear glass material
Service Spoon	Material: Steel / wood
Mugs	Height= 9.5cm/ Dia= 8cm /Capacity= 360ml -120 Heat resistant, thus microwave safe. Material used: Ceramic/ Bone China
Pot	Aluminum-pot-with-glass-lid-and-bakelite-handles Diameter : 20 to 24 cm
Pan	Stainless Steel Diameter: 20to 24 cm Nonstick Fry Pan, Professional 12.5 Inch Nonstick Pan
Plate	Dimensions: Height approx.4.5 cm, diameter at the top 21 cm
Soup bowl	Dimensions: diameter at the top 20 to 24cm ~400ml
Towel (bathroom)	Dimensions: 50 x 90
Mattress	Dimensions:190 x 90 x 10 cm (L x W x H) (+/- 10%)* Density: 21-23 kg/m3
Pillow	Standard Pillow 20 x 26
Set of Bed sheet	Fillet sheet 90x190 Flat sheet 90x190 Pillowcase Cover
Ironing board	Folded Size: 1370 L x 340 W x 40 H mm Table Top Size: 1070 L x 330 W mm Open Height: 860 mm Leg Tube Diameter: 19 mm Board Thickness: 18 mm Weight: 2.8 kg
Microwave	23 to 30 L Min 110W
Electrical Stove	Diameter: 20 to 24 cm 220V Electric ceramic induction oven 2200W
Steam iron	1800-watt Platinum soleplate Precision tip One touch steam and temperature setting LED display Anti-drip Steam jet Steam on demand Vertical steaming

	Adjustable steam Spray mist Anti-calcium system Auto off Size: 112/5 x 5 x 6 inches
Chair	Plastic foot and armrest. Sponge seat and back rest with artificial leather coating, five-wheel design H:50 CM W: 45 CM (BACK WIDTH) W: 45 CM (SITTING SURFACE) D: 44 CM (SITTING SURFACE)
LOT 2 FURNITURE WITH INSTALATION	
Bed	Dimensions: 90*190*27 cm (excluding bed feet) Height: min 24 inches Wooden Frames, Dark Colors such as brown, black etc
Wardrobe (2 sides wardrobe)	Dimension 185,7cmX120,3cmX47,3cm Material: Coloured laminate melamine board Swinging Doors 5 Shelves on one side and hanging bar on the other side
Desk	Length: 150cm Width: 100 cm Height: 75cm Coated Chipboard Upper side
LOT 3 WADHING MASHINE WITH INSTALATION	
Washing Machine	Under-the-counter type Capacity: 9 to 10 kg Energy Efficiency Class: min A Rotation Speed: 1000 rounds/minute Programs: Min 7 different washing programs

ALL GOODS SHOULD BE DELIVERED TO UNHCR GUESTHOUSE IN GADAREF.

ITEMS UNDER LOT 2 (Beds, Wardrobes, Desks) and LOT 3 (Washing Machine) SHOULD BE INSTALLED BY THE SUPPLIER IN UNHCR GUESTHOUSE IN GADAREF.

FINANCIAL PROPOSAL FOR THE SUPPLY AND DELIVERY HOUSEHOLD ITEMS, FURNITURE AND APPLIANCES INCLUDING INSTALLATION FOR UNHCR GUESTHOUSE IN GADAREF.
QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):

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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**
BIDDER NAME: _____

LOT 1, HOUSEHOLD ITEMS				
#	Goods	Qty	Unit Price (USD) DAP	Total Price (USD) DAP
1	Fork	80		
2	Teaspoon	80		
3	Spoon	80		
4	Knife	80		
5	Glass	80		
6	Service Spoon	80		
7	Mug	80		
8	Pot	80		
9	Pan	40		
10	Plate	100		
11	Soup bowl	80		
12	Towel (bathroom)	80		
13	Mattress	30		
14	Pillow	22		
15	Set of Bed sheet	48		
16	Ironing board	6		
17	Microwave	20		
18	Electrical Stove	20		
19	Steam iron	6		
20	Chair	25		
TOTAL PRICE FOR LOT 1 (USD)				

LOT 2, FURNITURE WITH INSTALATION				
#	Goods	Qty	Unit Price (USD) DAP	Total Price (USD) DAP
1	Bed	20		
2	Wardrobe (2 sides wardrobe)	20		
3	Desk	25		
TOTAL PRICE FOR LOT 2 (USD)				

LOT 3, WADHING MASHINE FURNITURE WITH INSTALATION				
#	Goods	Qty	Unit Price (USD) DAP	Total Price (USD) DAP
1	Washing Machine	4		

Delivery Date to UNHCR Guesthouse in Gadaref:
Installation Date (for Lots 2 and 3):
Validity of the offer:
Warranty:

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		
1	Valid Business Registration document	Pass/Fail
2	Defects and liability period with terms of warranty for minimum 12 months provided?	Pass/Fail
3	Copy of valid local/internationally recognized Quality Certificate like ISO or SSMO Sudan etc. and/or quality certificate issued by the authorized State Quality Certification Agency of the country of manufacture of the finished product issued on behalf of the manufacturer submitted?	Pass/Fail
4	UNHCR General Conditions of Contracts for the Provision of Goods - July 2018 acknowledged (signed) and submitted (Annex F)?	Pass/Fail
5	Written confirmation that the offered specifications conform to required specifications as per Annex-A?	Pass/Fail
6	Detailed specification on offered goods provided	Pass/Fail
7	Experience in the supply of similar products. Minimum 1 year, reference letters on the letterhead of the client submitted?	Pass/Fail
8	Financial standing; Audited financial statement or certified bank statement for the past one year.	Pass/Fail
9	Vendor Registration form: The bidder companies are required to be established no less than three (3) years from the closing date of the tender. The bidders who do not comply with this requirement shall be disqualified.	Pass/Fail

ANNEX G: BID DATA SHEET

THE FOLLOWING SPECIFIC DATA FOR THE GOODS TO BE PROCURED SHALL COMPLEMENT, SUPPLEMENT OR AMEND THE PROVISION IN THE INSTRUCTIONS TO BIDDERS. WHENEVER THERE IS A CONFLICT, THE PROVISION HEREIN SHALL PREVAIL.

DEADLINE FOR SUBMISSION OF BIDS	16 February 2021 – 23:59 HRS. Local Time BIDS TO BE MARKED:	
SUBMISSION OF BIDS:	SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM	<u>BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, EMAIL OR COURIER</u> ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM INVITATION TO BID NO.: ITB/HCR/ROK/2021/001 FOR THE SUPPLY, DELIVERY HOUSEHOLD ITEMS, FURNITURE AND APPLIANCES INCLUDING INSTALLATION FOR UNHCR GUESTHOUSE IN GADAREF. <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	
WARRANTY:	A MINIMUM OF ONE YEAR WARRANTY MUST BE PROVIDED (DULY FILLED SIGNED AND STAMPED - WARRANTY CARD MUST BE ANNEXED TO THE FINAL INVOICE FOR THE RELEASE OF THE PAYMENT)	
SPECIFICATIONS:	AS PER ANNEX A – TECHNICAL SPECIFICATIONS	
DELIVERY SCHEDULE:	DELIVERY TIME: IN DAYS:	
LANGUAGE OF THE BID:	ENGLISH	
BID SUBMISSION	UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD KHARTOUM	
REQUESTS FOR ADDITIONAL INFORMATION:	BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR ENQUIRIES IN RESPECT OF THIS INVITATION TO BID BY E-MAIL TO: sudkh@unhcr.org BEFORE 23:59 HRS on 09 FEBRUARY 2021 (CUT-OFF DATE FOR QUERIES). UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.	