



UNHCR

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

DATE: 23rd FEBRUARY 2021

INVITATION TO BID: No. ITB/HCR/ROK/2021/004
FOR ESTABLISHMENT OF FRAME AGREEMENT FOR THE SUPPLY AND DELIVERY OF
GENUINE TONERS AND CARTRIDGES FOR UNHCR KHARTOUM OFFICE

CLOSING DATE AND TIME: 16th MARCH 2021- 23:59 HRS.

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 17,324 people in more than 135 countries continues to help about 34 million persons. 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 (s) **for Supply and Delivery of Toners and Cartridges** as specified in **Annex A: Technical specification**.

IMPORTANT:

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

UNHCR may award Frame Agreement(s) with initial duration of two (02) years, potentially extendable for a further period of one (01) year, for supplying its operations globally. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

The estimated annual requirement of UNHCR for the goods is indicated in the **Annex A**. UNHCR reserves the right to change quantities to be delivered upon issuance of a purchase order. The company awarded with the contract is only required to deliver the quantities as per the purchase order issued by UNHCR.

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.

IMPORTANT:

When a Frame Agreement is awarded, either party can terminate the agreement only upon 30 days (1 months) 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 - **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 may 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 A: Technical Specifications

Annex B: Financial Offer Form

Annex C: Technical Evaluation Criteria

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: UN Supplier's Code of conduct

Annex J: Calendar of activities

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to buyer's e-mail 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, printed media etc.)

IMPORTANT:

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

2.3 REQUESTS FOR CLARIFICATION:

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to Sarra Khalil both at KHALILSA@UNHCR.ORG and at SUDKH-SU@UNHCR.ORG the deadline for receipt of questions is **The deadline for receipt of questions is 11:59 HRS on 09th March 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/2021/004 – 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. 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 A: Technical Specifications

Annex B: Financial Offer Form

Annex C: Technical Evaluation Criteria

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

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Annex H: Supplier's Code of conduct

Annex J: Calendar of activities

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.

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

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

Incoterms: The International Chamber of Commerce Incoterms 2010 shall apply for this ITB and for any resulting purchase orders(s) – (CPT – Khartoum International Airport & DAP – UNHCR Office in Khartoum & DDP – UNHCR Office in Khartoum).

Storage Capacity: Successful bidders will be expected to maintain a dedicated emergency stock at their premises at no extra cost and without prior commitment from UNHCR, which can be used for rapid deployment to UNHCR emergency operations worldwide. The bidders should indicate in their offer the quantity they can maintain accordingly. By the end of the Frame Agreement, UNHCR will purchase at minimum the quantity kept as emergency stock with the Frame Agreement holder.

Financial standing: Audited financial statements for the past two (2) years or certified bank statements for the last three (3) years.

Packing details: The technical offer shall clearly indicate the packing and transport options (e.g. weight, volume, etc.).

Shelf life and usable lifespan: The bidder shall clearly state the recommended shelf life of the product, as well as the usable lifespan, i.e. the recommended usage period.

Samples/Catalogues: Bidders are required to submit detailed catalogue / technical details of the offered product with all required technical details together with the technical offer in line with the specifications, the catalogues must prove and document minimum following details:

- ✓ Brand/Model
- ✓ Country of Origin
- ✓ Technical Features
- ✓ Pictures
- ✓ Details on Delivery
- ✓ Warranty period

Certificate: If available the bidder shall submit a copy of the internationally recognized or equivalent quality certificate of the manufacturing company together with and copy of quality certificate for the finished product – a certificate shows that the bidder is an agent/seller/sub-seller for Genuine Toners and Cartridges.

Country of Origin: 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.

Experience in the supply of similar products. Minimum for the last one year, at least 2 contracts, work orders, PO or reference letters on the letterhead of the client.
UNHCR reserves the right to check the provided references.

Delivery lead term: The bidder shall provide the delivery lead time from the date of placing the order.

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

Vendor Registration From: 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.

If your company has not been registered yet with UNHCR or has not received a valid purchase order for the past two year, you should complete sign and submit with your technical proposal the vendor registration form (**Annex E**) and other required documents for the vendor registration including but not limited:

- Short description of company background, including organization structure and production capacity.
- Company's registration documents
- Company's last 3 years financial reports (certified by chartered accountant)
- Last audit report (if applicable)

UNHCR General Conditions of Contracts for the Provision of Goods - July 2018: Your technical offer should contain your acknowledgement of UNHCR General Conditions for provision of goods by Signing either Annex F.

UN Supplier's Code of conduct: Your technical Offer must contain your acknowledgement of the UN Supplier Code of Conduct by Signing (**Annex G**).

2.4.2 CONTENT OF THE FINANCIAL OFFER

Signed, stamped and completed **FINANCIAL OFFER FORM**. Your separate Financial offer must in a single currency in US **Dollar** only.

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: The bidder shall quote the unit on **DAP (Delivery at Place) DAP UNHCR Khartoum office & CPT (Carriage Paid To) Khartoum International Airport & DDP (Delivered Duty Paid) Khartoum International Airport**. Any quantity or other discounts (e.g. volume discounts) shall be clearly stated.

IMPORTANT TO NOTE:

The Offered made by Suppliers from Outside Sudan shall be inclusive of all possible associated costs; except for VAT, customs duties and taxes of which UNHCR will provide the exemption certificate for clearance purposes. The consignee will be UNHCR representation Office in Khartoum Sudan.

UNHCR is exempt 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 **180** 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 till the delivery of the items to UNHCR. 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.

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.

This will be followed later by performance evaluation as a supplier such as:

- Random / periodic testing of the supplier's products,
- Ability to respond quickly to Agency's needs,
- Timely delivery,
- Dependability of products and services.
- Lead time for delivery

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 as outlined in Annex C, and based on the requirements from Annex A.**

All bids from pre-qualified suppliers will be evaluated based on the following criteria to mention a few.

- Compliance with the established UNHCR specifications
- 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 Representation Office and CPT Khartoum International Airport and DDP Khartoum International Airport.
- Delivery capacity
- Availability all required company registration related documents.
- Warranty

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

UN Global Compact and other factors: UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labor and civil society to support ten principles in the areas of the human rights, labour, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

2.6 SUBMISSION OF BID

The offers must bear your official letter head, clearly identifying your company. 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. **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/2021/004 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/2021/004 FOR SUPPLY AND DELIVERY OF GENUINE TONERS AND
CARTRIDGES FOR UNHCR SUDAN OPERATIONS.
UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD KHARTOUM

IMPORTANT TO NOTE: The submission of based on two envelop system separating the technical and financial offer.

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

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

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

Deadline: Tuesday 16th March 2021 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 specification **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.

2.7 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this ITB will be made in USD 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.

2.8 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF - 2018

Please note that the General Conditions of Contracts (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.


Muhammad Abdul Mueed Khan

**Supply Officer
UNHCR Representation in Sudan**

ANNEX A. TECHNICAL SPECIFICATION:

Genuine Toners and Cartridges for the below list

Printer Name	Toner Name	No. of Printers	Annual Consumption (est.)
Ricoh MP C4504 Color Laser MFP	MP C6003 Black - 841849	2	8
	MP C6003 Yellow - 841850		6
	MP C6003 Magenta - 841851		6
	MP C6003 Cyan - 841852		6
	MP C6003 - Waste Toner Bottle - 416890		4
Ricoh MP C4504ex Color Laser MFP	MP C6003 Black - 841849	1	4
	MP C6003 Yellow - 841850		3
	MP C6003 Magenta - 841851		3
	MP C6003 Cyan - 841852		3
HP Color LaserJet Pro MFP M277dw	HP 201A Black - CF400A	11	33
	HP 201A Cyan - CF401A		22
	HP 201A Yellow - CF402A		22
	HP 201A Magenta - CF403A		22
HP Color LaserJet Professional CP5225n	HP 307A Black - CE740A	2	2
	HP 307A Cyan - CE741A		2
	HP 307A Yellow - CE742A		2
	HP 307A Magenta - CE743A		2
HP Color LaserJet Pro MFP M479fdw	HP 414A Black - W2020A	30	60
	HP 414A Cyan - W2021A		60
	HP 414A Yellow - W2022A		60
	HP 414A Magenta - W2023A		60
HP LaserJet Pro MFP M428fdw	HP 59A Black - CF259A	18	36
HP Color LaserJet Enterprise flow MFP M880z	HP 827A Black - CF300A	34	102
	HP 827A Cyan - CF301A		102
	HP 827A Yellow - CF302A		102
	HP 827A Magenta - CF303A		102
	HP 828A Black Imaging Drum - CF358A		68
	HP 828A Cyan Imaging Drum - CF359A		68
	HP 828A Yellow Imaging Drum - CF364A		68
	HP 828A Magenta Imaging Drum - CF365A		68
	HP LaserJet Fuser Kit 240V - C1N54A		34
	HP LaserJet Transfer and Roller Kit - D7H14A		34
	HP LaserJet ADF Roller Replacement Kit - C1P70A		34
	HP Color LaserJet 4700		HP 643A Black - Q5950A
HP 643A Cyan - Q5951A		3	
HP 643A Yellow - Q5952A		3	
HP 643A Magenta - Q5953A		3	
HP LaserJet Enterprise 500 color MFP M575	HP 507A Black - CE400A	1	1
	HP 507A Cyan - CE401A		1
	HP 507A Yellow - CE402A		1
	HP 507A Magenta - CE403A		1
HP Color LaserJet Pro MFP M281fdw	HP 202A Black - CF500A	1	1
	HP 202A Cyan - CF501A		1
	HP 202A Yellow - CF502A		1
	HP 202A Magenta - CF503A		1
HP LaserJet Pro 300 color MFP M375nw	HP 305A Black - CE410A	1	1
	HP 305A Cyan - CE411A		1
	HP 305A Yellow - CE412A		1
	HP 305A Magenta - CE413A		1
HP LaserJet Pro CP1525nw Color	HP 128A Black - CE320A	1	1

	HP 128A Cyan - CE321A		1
	HP 128A Yellow - CE322A		1
	HP 128A Magenta - CE323A		1
Ricoh MP 4504 Laser MFP (B/W)	MP 6054 Black - 842126	6	12
HP LaserJet P2055dn (B/W)	HP 05A Black - CE505A	14	28
HP LaserJet Enterprise 600 M601/M602/M603 (B/W)	HP 90A Black - CE390A	12	24
	HP LaserJet CF064A 240v Maintenance Kit		12
HP LaserJet Enterprise M605n	HP 81A Black - CF281A	2	4
HP LaserJet Enterprise M806	HP 25X Black - CF325X	3	6
HP LaserJet Pro 400 MFP M425dn/dw (B/W)	HP 80A Black - CF280A	21	42
HP LaserJet Pro MFP M426dw /M426fdn	HP 26A Black - CF226A	20	40
HP LaserJet Pro 400 Printer M401dn	HP 80A Black - CF280A	2	4
HP LaserJet Pro MFP M26nw	HP 79A Black - CF279A	4	8
HP LaserJet P2015dn (B/W)	HP 53A Black - Q7553A	8	16
HP LaserJet 1320 (B/W)	HP 49A Black - Q5949A	3	6
HP LaserJet P2035	HP 05A Black - CE505A	1	2
HP LaserJet Pro MFP M125a	HP 83A Black - CF283A	1	2
HP LaserJet P4515x	HP 64A Black - CC364A	3	6
Canon image RUNNER 2545/2545i (B/W)	Canon C-EXV32 GPR34 2786B003AA	8	16
Canon image RUNNER 2018 (B/W)	Canon C-EXV14 Black - 0384B006AA GPR-18	2	4
HP DesignJet Z2100 Photo	HP 70 Light Cyan - C9390A	1	4
	HP 70 Matte Black C9448A		4
	HP 70 Photo Black - C9449A		4
	HP 70 Light Gray - C9451A		4
	HP 70 Cyan - C9452A		4
	HP 70 Magenta - C9453A		4
	HP 70 Yellow - C9454A		4
	HP 70 Light Magenta - C9455A		4
HP Designjet Z5400 PostScript® ePrinter	HP 70 Matte Black C9448A	1	4
	HP 70 Photo Black - C9449A		4
	HP 70 Light Gray - C9451A		4
	HP 70 Cyan - C9452A		4
	HP 70 Magenta - C9453A		4
	HP 70 Yellow - C9454A		4
	HP 70 Light Magenta - C9455A		4

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ANNEX B: FINANCIAL PROPOSAL FORM

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:- _____

Genuine Toners and Cartridges for the below list

Printer Name	Toner Name	Unit Price in USD - CPT Khartoum International Airport	Unit Price in USD - DAP UNHCR Office in Khartoum	Unit Price in USD - DDP UNHCR Office in Khartoum
Ricoh MP C4504 Color Laser MFP	MP C6003 Black - 841849			
	MP C6003 Yellow - 841850			
	MP C6003 Magenta - 841851			
	MP C6003 Cyan - 841852			
	MP C6003 - Waste Toner Bottle - 416890			
Ricoh MP C4504ex Color Laser MFP	MP C6003 Black - 841849			
	MP C6003 Yellow - 841850			
	MP C6003 Magenta - 841851			
	MP C6003 Cyan - 841852			
HP Color LaserJet Pro MFP M277dw	HP 201A Black - CF400A			
	HP 201A Cyan - CF401A			
	HP 201A Yellow - CF402A			
	HP 201A Magenta - CF403A			
HP Color LaserJet Professional CP5225n	HP 307A Black - CE740A			
	HP 307A Cyan - CE741A			
	HP 307A Yellow - CE742A			
	HP 307A Magenta - CE743A			
HP Color LaserJet Pro MFP M479fdw	HP 414A Black - W2020A			
	HP 414A Cyan - W2021A			
	HP 414A Yellow - W2022A			
	HP 414A Magenta - W2023A			
HP LaserJet Pro MFP M428fdw	HP 59A Black - CF259A			
HP Color LaserJet Enterprise flow MFP M880z	HP 827A Black - CF300A			
	HP 827A Cyan - CF301A			
	HP 827A Yellow - CF302A			
	HP 827A Magenta - CF303A			

	HP 828A Black Imaging Drum - CF358A			
	HP 828A Cyan Imaging Drum - CF359A			
	HP 828A Yellow Imaging Drum - CF364A			
	HP 828A Magenta Imaging Drum - CF365A			
	HP LaserJet Fuser Kit 240V - C1N54A			
	HP LaserJet Transfer and Roller Kit - D7H14A			
	HP LaserJet ADF Roller Replacement Kit - C1P70A			
HP Color LaserJet 4700	HP 643A Black - Q5950A			
	HP 643A Cyan - Q5951A			
	HP 643A Yellow - Q5952A			
	HP 643A Magenta - Q5953A			
HP LaserJet Enterprise 500 color MFP M575	HP 507A Black- CE400A			
	HP 507A Cyan - CE401A			
	HP 507A Yellow - CE402A			
	HP 507A Magenta - CE403A			
HP Color LaserJet Pro MFP M281fdw	HP 202A Black - CF500A			
	HP 202A Cyan - CF501A			
	HP 202A Yellow - CF502A			
	HP 202A Magenta - CF503A			
HP LaserJet Pro 300 color MFP M375nw	HP 305A Black - CE410A			
	HP 305A Cyan - CE411A			
	HP 305A Yellow - CE412A			
	HP 305A Magenta - CE413A			
HP LaserJet Pro CP1525nw Color	HP 128A Black - CE320A			
	HP 128A Cyan - CE321A			
	HP 128A Yellow - CE322A			
	HP 128A Magenta - CE323A			
Ricoh MP 4504 Laser MFP (B/W)	MP 6054 Black - 842126			
HP LaserJet P2055dn (B/W)	HP 05A Black - CE505A			
HP LaserJet Enterprise 600 M601/M602/M603 (B/W)	HP 90A Black - CE390A			
	HP LaserJet CF064A 240v Maintenance Kit			
HP LaserJet Enterprise M605n	HP 81A Black - CF281A			
HP LaserJet Enterprise M806	HP 25X Black - CF325X			
HP LaserJet Pro 400 MFP M425dn/dw (B/W)	HP 80A Black - CF280A			
HP LaserJet Pro MFP M426dw /M426fdn	HP 26A Black - CF226A			
HP LaserJet Pro 400 Printer M401dn	HP 80A Black - CF280A			
HP LaserJet Pro MFP M26nw	HP 79A Black - CF279A			
HP LaserJet P2015dn (B/W)	HP 53A Black - Q7553A			



HP LaserJet 1320 (B/W)	HP 49A Black - Q5949A			
HP LaserJet P2035	HP 05A Black - CE505A			
HP LaserJet Pro MFP M125a	HP 83A Black - CF283A			
HP LaserJet P4515x	HP 64A Black - CC364A			
Canon imageRUNNER 2545/2545i (B/W)	Canon C-EXV32 GPR34 2786B003AA			
Canon imageRUNNER 2018 (B/W)	Canon C-EXV14 Black - 0384B006AA GPR-18			
HP DesignJet Z2100 Photo	HP 70 Light Cyan - C9390A			
	HP 70 Matte Black C9448A			
	HP 70 Photo Black - C9449A			
	HP 70 Light Gray - C9451A			
	HP 70 Cyan - C9452A			
	HP 70 Magenta - C9453A			
	HP 70 Yellow - C9454A			
	HP 70 Light Magenta - C9455A			
HP Designjet Z5400 PostScript® ePrinter	HP 70 Matte Black C9448A			
	HP 70 Photo Black - C9449A			
	HP 70 Light Gray - C9451A			
	HP 70 Cyan - C9452A			
	HP 70 Magenta - C9453A			
	HP 70 Yellow - C9454A			
	HP 70 Light Magenta - C9455A			

Validity of the offer: 180 days

Delivery lead time from the date of placing the order:

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:

ITB/HCR/ROK/2021/004
ANNEX C: TECHNICAL EVALUATION CRITERIA

1	Business Registration document issued by a competent regulatory body of Country of Origin.	Pass/Fail
2	Vendor Registration From: 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
3	UNHCR General Conditions of Contracts for the Provision of Goods - July 2018 acknowledged (signed) and submitted (Annex F or Annex G).	Pass/Fail
4	UN Supplier's Code of conduct acknowledged (signed) and submitted.	Pass/Fail
5	Financial standing; Audited financial statements for the past two (2) years or certified bank statements for the last three (3) years.	Pass/Fail
6	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.	Pass/Fail
7	Valid license or certificate for supplying/proving Genuine toner and cartridges in Sudan from the manufacturer or from regional dealer.	Pass/Fail
8	Experience in the supply of similar products. Minimum for the last one year, at least 2 contracts, work orders, PO or reference letters on the letterhead of the client should be provided.	Pass/Fail
9	The delivery lead time is within two months from the date of placing the order.	Pass/Fail

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ANNEX D: 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	Saturday 16 th March 2021, 23:59 Hrs. (Sudan Standard Time) BIDS TO BE MARKED:	
SUBMISSION OF BIDS:	SUPPLY AND DELIVERY FOR GENUINE TONER AND CARTRIDGES TO UNHCR OFFICE IN SUDAN	<u>BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, EMAIL OR COURIER</u> ATTN: SUPPLY AND DELIVERY FOR GENUINE TONER AND CARTRIDGES TO UNHCR OFFICE IN SUDAN INVITATION TO BID NO.: ITB-HCR-ROK-2021-004 SUPPLY AND DELIVERY FOR GENUINE TONER AND CARTRIDGES TO UNHCR OFFICE IN SUDAN <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:	180 DAYS	
PRICE VALIDITY PERIOD:	180 DAYS	
SPECIFICATIONS:	THE SUBMISSION SHOULD COMPLY WITH THE SHARED TECHNICAL SPECIFICATION AND MUST TO BE GENUINE TONERS AND CARTRIDGES – A CERTIFICATE FOR PROVIDING GENUINE INK MUST BE SUBMITTED.	
DELIVERY SCHEDULE:	DELIVERY TIME: IN TWO MONTHS	
LANGUAGE OF THE BID:	ENGLISH	
BID SUBMISSION & SAMPLES	UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD KHARTOUM IF SAMPLES WILL BE REQUESTED IN THE PROCESS OF EVALUATION THE VENDORS WILL BE REQUIRED TO SUBMIT THEM AS SOON AS POSSIBLE.	
REQUESTS FOR ADDITIONAL INFORMATION:	BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR ENQUIRIES IN RESPECT OF THIS INVITATION TO BID BY E-MAIL TO: SUDKH-SU@unhcr.org BEFORE 11:59 HRS on Tuesday 09 th March 2021 (CUT-OFF DATE FOR QUERIES). UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.	

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ANNEX J-CALENDER OF ACTIVITIES

Tentative Calendar of Activities			
S/No:	Action Description	Date	
		From	To
1	Tender available to vendors	23 February 2021	16 March 2021
2	Closing date for Queries	23 February 2021	9 March 2021
4	Closing date for Submission	-	16 March 2021
5	Bid opening Date	17 March 2021	18 March 2021
6	Technical and Financial Evaluation	19 March 2021	29 March 2021
7	Approval of Contract	30 March 2021	13 April 2021
8	Issuance of Purchase order		15 April 2021