



# UNHCR

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

**DATE: 15 JUNE 2020**

**INVITATION TO BID: No. ITB/HCR/ROK/2020/003**  
**FOR THE ESTABLISHMENT**  
**OF A FRAME AGREEMENT FOR SUPPLY AND DELIVERY OF PERSONAL PROTECTIVE**  
**EQUIPMENTS FOR UNHCR SUDAN OPERATIONS**

**CLOSING DATE AND TIME: 6<sup>TH</sup> JULY 2020- 23:59 HRS.**

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## **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 6,600 people in more than 110 countries continues to help about 34 million persons. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

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## **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 **PERSONAL PROTECTIVE EQUIPMENTS** as specified in **Annex A- Specification**.

<b>IMPORTANT:</b>
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Exact technical specifications of the items are detailed in <b><u>Annex A: Specification</u></b> of this document.
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UNHCR may award Frame Agreement(s) with initial duration of one year, potentially extendable for a further period of 1 year. The successful bidders will be requested to maintain their quoted price model for the duration of the frame agreement.

The estimated annual requirement of UNHCR for goods is various and indicated in the annex. UNHCR reserves the right to change quantities to be delivered for each year. The company awarded with the frame agreement is to deliver only 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.

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 G) 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.

**QUALITY CONTROL THROUGHOUT THE FRAME AGREEMENT:**

UNHCR will carry random quality inspections, including specific selected criteria for laboratory test to products or items selected by UNHCR or by an independent surveyor appointed by UNHCR from samples selected during production, upon departure, loading, unloading, arrival to destination or from any storage location. The cost of the quality control inspections and laboratory tests will be covered by UNHCR.

In cases of supplier’s quality default, in addition to the good’s PO penalty clauses, the inspection and laboratory cost will be charged to the supplier.

Sub-Contracting: Please take careful note of article 4 of the attached General Terms and Conditions (Annex G).

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

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

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**2. BIDDING INFORMATION**

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**2.1 ITB DOCUMENTS**

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

Annex A: Technical Specifications

Annex B: Technical Offer Form

Annex C: Technical Evaluation Criteria

Annex D: Financial Offer Form

Annex E: Bid Data Sheet

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

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

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

Annex I: UN Supplier's Code of conduct

**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](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, 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 at [SUDKH-SU@UNHCR.ORG](mailto:SUDKH-SU@UNHCR.ORG) . The deadline for receipt of questions is **The deadline for receipt of questions is 23:59 HRS on 28<sup>th</sup> JUNE 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/2020/003 – 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: Technical Offer Form

Annex C: Technical Evaluation Criteria

Annex D: Financial Offer Form

Annex E: Bid Data Sheet

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

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

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

Annex I: Supplier's Code of conduct

### **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:

**Product Specification:** The technical offer shall clearly describe the technical specifications of the items offered.

**Incoterms:** The International Chamber of Commerce Incoterms 2010 shall apply for this ITB and for any resulting purchase orders(s) EXW and DAP-Khartoum Sudan.

**Certificate of registration:** the bidder shall provide a valid copy of the company's certificate of registration with a competent regulatory body where it is registered.

**Packing and container utilization details:** The technical offer shall clearly indicate the packing and transport options (e.g. weight, volume, etc.) in compliance with the packing and transport requirements part of Annex A to this ITB. (These are minimum packaging requirements; however suppliers are encouraged to propose alternative options for better container utilization).

**Production/Delivery Capacity:** The bidder shall state annual production capacity. The bidder shall state the mobilization time, ex-stock (if no set up time is required) and total lead-time quantity.

**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.

**Inspection:** Inspection and laboratory testing of goods will be applicable and will be advised at the time of purchase. The inspection will be arranged and paid for by UNHCR. Please note that inspection charges resulting from the supplier's default will be charged directly to the supplier.

**Batch and Supplier Identification Marks:** The successful bidders will be expected to a fix non-removable and permanent marking on each individual item clearly identifying the production batch and the supplier. Your technical offer should contain the details on how you would implement such markings (as indicated in the technical specifications of the products found in Annex B).

**Product photo:** A colored photo of the offered product should be attached in the technical proposal.

**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
- ✓ 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.

**Packing and Labelling:** The technical offer shall clearly indicate the packing units and transport method.

**Country of Origin:** of the Supplier and place of Manufacture.

**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 F) 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 X yeas 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 (Annex G)**

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

#### 2.4.2 **CONTENT OF THE FINANCIAL OFFER**

Signed, stamped and completed **FINANCIAL OFFER FORM**. Your separate Financial offer must in a single currency, US Dollar or Currency of your company's country.

The financial offer is to be submitted as per the Financial Offer Form (**Annex D**). 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 Representation Khartoum. 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 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.

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## 2.5 BID EVALUATION

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### 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 notification on planned deliveries at least 2 days before the delivery date,
- Dependability of products and services.
- Lead time for delivery
- Packing in line with the purchase order

### 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 potential suppliers will be evaluated based on:

- 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 in Khartoum Sudan
- Delivery capacity
- Availability all required company registration related documents.

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.

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## **2.6 SUBMISSION OF BID**

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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](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-HCR-ROK-2020-003 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/2020/003 FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR  
THE SUPPLY AND ELIVERY OF PERSONAL PROTECTIVE EQUIPMENTS 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: Monday 6<sup>th</sup> July 2020 23:59 HRS Sudan Standard Time.**

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

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any

descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

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

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

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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.

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## **2.8 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS- 2018**

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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.

**Muhammad Abdul Mueed Khan  
Snr. Supply Officer  
Unhcr Representation Office in Sudan**

**Annex A: Technical Specifications**

**FOR THE ESTABLISHMENT OF A FRAME AGREEMENT(S) FOR THE SUPPLY AND DELIVERY OF PERSONAL PROTECTIVE EQUIPMENTS FOR UNHCR SUDAN OPERATIONS:**

***1. Statement of Purpose & Objectives***

Purpose of this Invitation to Bid is to invite qualified providers to make a firm offer for the provision of Personal Protective Equipment for UNHCR Sudan operation to provide protection to the UNHCR persons of concern and Staff.

Main objective is to achieve smooth operation for facilities/services, all deemed necessary for the protecting the Persons of Concern residing in Sudan by distributing Personal Protective equipment.

***Locations and Timetable***

This Invitation to bid is intended to cover the needs for UNHCR -Sudan Operation in support to the Persons of concern and staff. All the items offered by the suppliers must abide with the legislation of the Sudan Government and conform with health, safety, and environmental protection standards for products of Sudan and Compliance with Personal Protective Equipment Directive.

Location of delivery is stated below but note that they are subject to change with due written notification.

- UNHCR Sudan Khartoum warehouse or UNHCR Representation office in Khartoum.

***Requirement specification***

Qualified contractors will be assigned to provide the following goods:

Annex A- Technical specification						
S No.	Item Description	Specification	UoM	Packing Unit (PU)	Quantity / PU	Total Quantity
1	Gloves, examination, latex, non-sterile, disposable, small size	<p>Special Features</p> <p>Quantity Assurance: 100 pcs packed in each box AQL 2.5 Assurance: Accepted Quality Limit of 1.5 followed Weight Assurance: 5.7+0.3 gms per pc Shelf Life Assurance: Antioxidant added to increase the shelf life</p> <p><b>Technical Specifications</b></p>	PCS	BOX	100	200,000
2	Gloves, examination, latex, non-sterile, disposable, medium size	<p>Material: Natural Rubber Latex</p> <p>Colour: Pale Yellow, the color may vary due to storage time and conditions</p> <p>Design: Straight Fingers, Thumb and Fingers in one plane, Fits either hand (Ambidextrous) Rolled Rim.</p> <p>Surface Treatment: No donning powder is used</p>	PCS	BOX	100	200,000
3	Gloves, examination, latex, non-sterile, disposable, large size	<p>Halogenations and extensive washing in water.</p> <p>Powder Content: &lt; 2.0 mg/ dm<sup>2</sup></p> <p>Extractable Protein Level: &lt; 50 µg/dm<sup>2</sup></p> <p>Sterilization: Non Sterile.</p> <p>Shelf Life: 3 years from the date of manufacture.</p> <p>Storage condition: Shall be stored in cool dry place and away from direct</p>	PCS	BOX	100	200,000



		light Certifications: CE ISO 9001 : 2008 ISO 13485 : 2003 Quality Standard: ASTM D 3578, EN456				
4	Gloves, cleaning (Rubber gloves), heavy duty, medium/large, pairs	Heavy Duty Rubber Gloves - 18 Mil Yellow Latex, Flock Lined, Household Cleaning, Dishwashing, Strong, Work, Medical, Food Safe, Wholesale, Medium, Pack of 12 pair	PCS	BOX	12	2,400
5	Apron, protection, plastic, reusable	Reusable straight sleeveless protective apron, for use in healthcare settings. Straight apron with bib, back fastening and neckband. Back fastening band and neckband should be strong and not detachable. Moisture-proof and stain resistant. Material: Opaque or translucent high quality plastic material. Water and body fluids resistant, can be disinfected with chlorine solution (0.05% concentration). Size selected: Adult size. Length: 120cm (+/-5cm) from top of the bib to lower edge of the apron, total length: 145cm (+/-5cm). Width: 80cm (+/-10cm). Thickness: 150-300 microns. Reusable Non-sterile	PCS	PCS	1	1,200
6	Masks	<b>Technical Specifications</b> Surgical mask, type IIR Ties with 2x2 tie straps allowing correct fixation (ear loops / securing at the back of the head) Has high bacterial filtration efficiency Material: non-woven with outer layer impervious liquid splash resistant material Mask comprises 3-4 non-woven layers, and has clearly identifiable inner and outer surfaces Size: Approx. 17x10cm (l x w) Single-use disposable Box of 50 masks <b>or equivalent</b>	PCS	BOX	50	100,000

7	Thermometers	<p>Infrared (IR) non-contact clinical thermometer  Measurement of skin temperature through thermal radiation detection  Factory calibrated and pre-set emissivity for all skin types  Optimal measuring distance 3 – 12 cm / 1.22 – 6 inch  Handheld design with ergonomic pistol type grip or similar design:  IR sensor located at the distal end (patient side)  Digital display located at the proximal end (user side)  Handgrip with index finger or thumb switch to trigger measurements  Preferably backlit LCD display, suitable for reading in bright sunlight  Display visualisation of measured temperature, battery status, operational status, errors including incorrect reading  Digital read-out, user-selectable, in Celsius or Fahrenheit scale  Low and high temperature visual or audible alarms  Temperature measurement range 30 – 42 °C / 86 – 108 °F  Graduation 0.1 °C / 0.3 °F  Accuracy 0.2 °C (minimum guaranteed) Automatic switch-off when not in use Hold function, to keep the latest measurement visualised on the display Internal memory (the presence of this feature depends on the available model), to retain several readings  Visual or audio alert on switch-on, ready-to-use and measurement completed.  Water spill proof and suitable to be cleaned and disinfected  Battery powered, 2 x 1.5 V AA or AAA commercial batteries depending on the model (included in the supply).  (<a href="https://supply.unicef.org/s0481054.html">https://supply.unicef.org/s0481054.html</a>) or equivalent</p>	UNIT	Each	1	50
8	Hand sanitizers	<p>Ethanol or isopropanol hand sanitizer NLT 70%, Bottle of 500ml, with pump.  Hand antiseptic for personal use.  Technical Specifications:  Alcohol hand sanitizer,  Portable hand antiseptic for personal use.  Not Less Than 70% ethanol or isopropanol concentration  Self-standing bottle, equipped with pump.  NOTE: Bidder to specify and certify the content.  Alcohol based hand sanitizer with more than 70%</p>	BOTTLES	Each	500	1,000
9	Spray Tank	16 Litre capacity, plastic body, hand sprayer tank	Unit	Each	1	100

10	Chlorine based compound, powder, 70% chlorine		KG	KG	1	500
11	Goggles	Impact resistant polycarbonate lens <ul style="list-style-type: none"> <li>• 99.9% UV protection</li> <li>• Anti-splash: special vents prevent liquid from getting into eyes</li> <li>• Flexible PVC construction</li> </ul>	PCS	Each	1	2,000
12	Soap	Carbolic Soap	PCS	Each	12	2,400
13	Tissue Rolls	Tissue Paper Rolls Premium	PCS	Each	1	2,000
14	Gum Boots	PVC Boot Gumboots Safety Work Rain Boots Protective Shoes (Size 40 to 43)	PCS	Each	1	200
		PVC Boot Gumboots Safety Work Rain Boots Protective Shoes (Size 44 to 45)	PCS	Each	1	200
15	Faceshield, fog-resistant, fullface, disp	General Description: Single use full face length safety shield, fog-resistant. Encloses a wide area of the face ear-to-ear and forehead to chin. Can be worn with glasses or goggles. Technical specifications: <ul style="list-style-type: none"> <li>• Material, shield part: clear polycarbonate, thickness approx. 0.3 mm</li> <li>• Size shield, down from headband, approx.: 26 x 34 cm (h x w)</li> <li>• Adjustable length headband, integrated with the shield</li> <li>• Width headband, approx.: 3 cm</li> <li>• Front part of the headband is foam padded (length approx. 25 cm)</li> <li>• Shield is anti-fog treated/coated</li> <li>• Outside is coated to prevent glare from reflection</li> </ul>	PCS	Each	1	5,000
16	Cap, surgical, bouffant, non-woven	<ul style="list-style-type: none"> <li>• Nonwoven surgical cap</li> <li>• Round, bouffant surgical cap elasticated</li> <li>• Colours: preferably blue or green</li> <li>• Material: nonwoven polypropylene material</li> <li>• Size expected: Adult model, standard size</li> <li>• Single use</li> <li>• Non-sterile</li> </ul>	PCS	Box	100	100,000

17	Mask,high-fil,FFP2/N95,no valve, n onster	<p>Technical specifications</p> <ul style="list-style-type: none"> <li>• Material: non-woven filter layer</li> <li>• Filtration level: &gt; 95 % for particles from 0.1 to 0.3 micron</li> <li>• Air permeability: &gt; 2 mm H2O</li> <li>• Shape of the mask: duckbill, folded (horizontal) width-wise</li> <li>• valve</li> <li>• Respirator mask fits all face shapes, without inspiration/expiration air-leakage</li> <li>• Upper edge has integrated easy malleable nose bridge strip reducing fogging of protective eye-wear</li> <li>• Size nose bridge strip: 4 x 90 mm (w x l) (+/-10%)</li> <li>• Two pre-attached elasticated straps, fitting (i) around top of the head,(ii) around base of the head</li> <li>• Colour: white</li> <li>• Non-sterile</li> <li>• Single use, disposable</li> <li>• Each mask bares clear identification of <ul style="list-style-type: none"> <li>o protection provided FFP2/N95,</li> <li>o which side to wear up (nose),</li> <li>o manufacturer's name, and</li> <li>o model reference</li> </ul> </li> </ul>	PCS	Unit	1	100,000
18	Coverall,protection,CatIII,type 6b,L	<p>Technical specifications</p> <p>Elasticated hood around face.</p> <p>Elasticated cuffs and ankles.</p> <p>Elasticated sleeves.</p> <p>Preferably bound seams.</p>	PCS	Unit	1	10,000
19	Coverall,protection,CatIII,type 6b,M	<p>Zipper with re-sealable flap protecting leakage through seams.</p> <p>Stitched-in neck label indicating the type and performance of the suit against the below mentioned standards. Color: White</p>	PCS	Unit	1	10,000
20	Coverall,protection,CatIII,type 6b,XL	<p>Material: Lightweight, do not contain rubber/ latex. Antistatic treated on both sides. Fabric is Infective agent tested against viral penetration at minimum 1.75kPa (class 2) (or equivalent international standard) Non-sterile</p> <p>Single Use, disposable</p> <p>Size: L</p>	PCS	Unit	1	10,000

21	Bootcover antiskid elasticated	<p>Technical specifications:            High quality heavy duty over boot cover, puncture- and abrasion resistant            Entirely liquid impermeable and repellent (adequate protection against bio-hazardous liquids)            Material: polypropylene coated on non-woven base            Colour: white            Antistatic treated            Patterned/grooved sole provides excellent slip resistance, sole thickness: 5 mm            Resistant to disinfectant (ethanol 70% and chlorine solution 0.5%)            Total length (sole till upper-calf level): 45 cm            Upper-calf level, elasticated and/or provided with pair of tie-straps, length 25 cm each            Ankle level, elasticated for user-comfort            Accommodates all boot sizes (typical range EU 40-45, UK 7-9, US 8-11)            Fits either foot (ambidextrous)            Single use disposable</p>	Pair	Unit	1	30,000
22	HE Apron,protect,plastic,disp/PAC-100	<p>Technical Specifications:</p> <ul style="list-style-type: none"> <li>• Single-use straight sleeveless protective apron, for use in health care settings</li> <li>• Seamless liquid proof and stain resistant</li> <li>• Comfortable to wear, apron has back- and neck-band strips attached (4 in total)</li> <li>• Both back- and neck-band can be adjusted/fastened</li> <li>• Color: white</li> <li>• Material: durable environmentally friendly plastic, polyethylene (PE) with PVC coat, minimum weight 250g/m<sup>2</sup></li> <li>• Size: 85 x 145 cm (w x l) (+/- 15%)</li> <li>• Thickness, at not less than: 50 um</li> <li>• Can resist water and disinfectant (ethanol 70% and chlorine solution 0.5%)</li> <li>• Supplied as pack of 100 aprons</li> </ul>	PCS	Roll	100	10,000
23	Gown,isolation,nonwoven,disp	<p>Isolation gown, with long sleeves, a waist tie that binds at the back or front            Fabric, non-woven material, f.e. SMS, SMMS, polyethylene-coated polypropylene, etc.            Outer layer liquid penetration resistant in critical areas (full front and arms)            Minimum average material density: 30 g/m<sup>2</sup>            Length (measured at front from middle of neckline to bottom): 110 – 150 cm            Width or circumference (measured at waist): minimum of 130 cm            Sleeves finished with double layer</p>	PCS	PACK	10	30,000

		cuff, cotton or synthetic, stretchy interlocked jersey, length: 4 - 8 cm Non-sterile Single use, disposable Universal size				
24	Gown,isol,nonwoven,ligt,ISO16604,disp,L	<ul style="list-style-type: none"> <li>• Isolation gown, with long sleeves and a waist tie that binds at the back or front</li> <li>• Fabric, non-woven material, f.e. SMS, SMMS, polyethylene-coated polypropylene, etc.</li> <li>• Outer layer viral penetration resistant material in critical areas (full front and arms) that is infective agent tested against viral penetration at a minimum pressure of 1.75kPa</li> <li>• In specific, the material passes a test for resistance to penetration by blood-borne pathogens such as: <ul style="list-style-type: none"> <li>o ISO 16604:2004, at Class 2 or higher or</li> <li>o ASTM F1671 or</li> <li>o Equivalent international standard</li> </ul> </li> <li>• Minimum average material density: 20 g/m2</li> <li>• Length (measured at front from middle of neckline to bottom): 135 – 145 cm</li> <li>• Circumference (measured at waist): 140–146 cm</li> <li>• Sleeves finished with double layer cuff, cotton or synthetic, stretchy interlocked jersey, length: 4 - 8 cm</li> <li>• Non-sterile</li> <li>• Single use, disposable</li> <li>• Size: XL</li> </ul>	PCS	BAG	10	30,000
25	Gown,isol,nonwoven,ligt,ISO16604,disp,XL	<ul style="list-style-type: none"> <li>• Surgical gown, with long sleeves, and a waist tie that binds at the side</li> <li>• Fabric, non-woven material, f.e. SMS, SMMS, etc.</li> <li>• Outer layer liquid penetration resistant in critical areas (chest and sleeves)</li> <li>• Length (measured at front from middle of neckline to bottom): 135 – 145 cm</li> <li>• Circumference (measured at waist): 140 –146 cm</li> <li>• Sleeves finished with double layer cuff, cotton or synthetic, stretchy interlocked jersey, length: 4 - 8 cm</li> <li>• Thumb/finger loops or elastic cuff to anchor sleeves in place.</li> <li>• Non-sterile or sterile</li> <li>• Single use, disposable</li> </ul>	PCS	BAG	10	30,000
26	Gown,surgic,nonsterile,nonwoven,disp,L	<ul style="list-style-type: none"> <li>• Surgical gown, with long sleeves, and a waist tie that binds at the side</li> <li>• Fabric, non-woven material, f.e. SMS, SMMS, etc.</li> <li>• Outer layer liquid penetration resistant in critical areas (chest and sleeves)</li> <li>• Length (measured at front from middle of neckline to bottom): 135 – 145 cm</li> <li>• Circumference (measured at waist): 140 –146 cm</li> <li>• Sleeves finished with double layer cuff, cotton or synthetic, stretchy interlocked jersey, length: 4 - 8 cm</li> <li>• Thumb/finger loops or elastic cuff to anchor sleeves in place.</li> <li>• Non-sterile or sterile</li> <li>• Single use, disposable</li> </ul>	PCS	Unit	1	5,000
27	Gown,surgic,nonsterile,nonwoven,disp,XL	<ul style="list-style-type: none"> <li>• Surgical gown, with long sleeves, and a waist tie that binds at the side</li> <li>• Fabric, non-woven material, f.e. SMS, SMMS, etc.</li> <li>• Outer layer liquid penetration resistant in critical areas (chest and sleeves)</li> <li>• Length (measured at front from middle of neckline to bottom): 135 – 145 cm</li> <li>• Circumference (measured at waist): 140 –146 cm</li> <li>• Sleeves finished with double layer cuff, cotton or synthetic, stretchy interlocked jersey, length: 4 - 8 cm</li> <li>• Thumb/finger loops or elastic cuff to anchor sleeves in place.</li> <li>• Non-sterile or sterile</li> <li>• Single use, disposable</li> </ul>	PCS	Unit	1	5,000

**IMPORTANT NOTES:**

- Bidders may submit an offer for part or the totality of the requested items.
- The supplier must ensure that personal protective equipment conform to with health, safety, and environmental protection standards for the Government of Sudan.
- Expected delivery lead time of the total quantity 10 working days upon order placement pcs, per item: Partial quantities may be accepted to ensure immediate response.

**PACKAGING**

Each item Bidders may propose alternative packaging which needs to be limited to the following packaging requirements.

- should be individually packed, in flexible packaging films to ensure optimum product quality and maximize shelf life of the goods.
- The minimum shelf life of each item should be 1 year upon delivery of the goods.
- Each package shall clearly state the expiration date, if applicable.
- All the items must be packed in cartons (PU), and palletized in Euro-pallets, each packing unit must contain equal number of items bulk or palletized according the details stated on each Purchase Order.
- The supplier is expected to provide the label / content of each item upon order placement and mark each packing unit to indicate the number of cartons 1/3, 2/3, 3/3 etc.

**ANNEX C: Technical Evaluation Criteria**

ANNEX C -TECHNICAL EVALUATION CRITERIA		
1	Business Registration document in your country of operation	Pass/Fail
2	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
3	Local distribution (for Distribution in Sudan) dealership certificate on behalf of bidder submitted?	Pass/Fail
4	Does the bidder have a physical presence (agent/partner/franchisee) in Sudan?	Pass/Fail
5	Experience in the supply of similar products. Minimum 2 years, at least 2 credible contracts, work orders, PO or reference letters on the letterhead and/or stamp of the client submitted?	Pass/Fail
6	UNHCR General Conditions of Contracts for the Provision of Goods - July 2018 acknowledged (signed) and submitted (Annex G or Annex H)?	Pass/Fail
7	Delivery Completion Time acceptable? Maximum 25 calendar days upon issuance of Purchase order.	Pass/Fail
9	<b>Shelf life and usable lifespan:</b> The bidder shall clearly state the recommended shelf life of the product, as well as the usable lifespan, i.e. the recommended usage period. Shelf Less than 3 year will be considered as fail.	Pass/Fail
8	Do the offered specifications and sample (Pictures) conform to required specifications as per Annex-A?	Pass/Fail
10	<b>Packing details:</b> The technical offer shall clearly indicate the packing and transport options (e.g. weight, volume, etc.)	Pass/Fail
11	Production/Delivery Capacity: The bidder shall state annual production capacity and also the delivery schedule for the consignment	Pass/Fail
12	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
13	Company's last 3 years financial reports (certified by chartered accountant)	Pass/Fail



**ANNEX D: FINANCIAL OFFER FORM**

 QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):
 

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)

ANNEX D -FINANCIAL OFFER FORM					
S No.	Item Description	UoM	Qty (pcs)	Unit Price	Total Amount (USD)
1	Gloves, examination, latex, non-sterile, disposable, small size	PCS	200,000		
2	Gloves, examination, latex, non-sterile, disposable, medium size	PCS	200,000		
3	Gloves, examination, latex, non-sterile, disposable, large size	PCS	200,000		
4	Gloves, cleaning (Rubber gloves), heavy duty, medium/large, pairs	PCS	2,400		
5	Apron, protection, plastic, reusable	PCS	1,200		
6	Masks	PCS	100,000		
7	Thermometers	UNIT	50		
8	Hand sanitizers	BOTTLE	1,000		
9	Spray Tank	Unit	100		
10	Chlorine based compound, powder, 70% chlorine	KG	500		
11	Goggles	PCS	2,000		
12	Soap Carbolic Soap	PCS	2,400		
13	Tissue Rolls	PCS	2,000		
14	Gum Boots-PVC Boot Gumboots Safety Work Rain Boots Protective Shoes(Size 40 to 43)	PAIRS	200		
15	Gum Boots-PVC Boot Gumboots Safety Work Rain Boots Protective Shoes(Size 44 to 45)	PAIRS	200		
16	Faceshield,fog-resistant,fullface,disp	PCS	5,000		
17	Cap, surgical, bouffant, non-woven	PCS	100,000		
18	Mask,high-fil,FFP2/N95,no valve,nonster	PCS	100,000		
19	Coverall,protection,CatIII,type 6b,L	PCS	10,000		
20	Coverall,protection,CatIII,type 6b,M	PCS	10,000		
21	Coverall,protection,CatIII,type 6b,XL	PCS	10,000		
22	Bootcover antiskid elasticated	PAIRS	30,000		
23	HE Apron,protect,plastic,disp/PAC-100	PCS	10,000		

24	Gown,isolation,nonwoven,disp	PCS	30,000		
25	Gown,isol,nonwoven,ligt,ISO16604,disp,L	PCS	30,000		
26	Gown,isol,nonwoven,ligt,ISO16604,disp,XL	PCS	30,000		
27	Gown,surgic,nonsterile,nonwoven,disp,L	PCS	5,000		
28	Gown,surgic,nonsterile,nonwoven,disp,XL	PCS	5,000		
<b>GRAND TOTAL AMOUNT (USD)</b>					

BIDDERS NAME: \_\_\_\_\_

DELIVERY CAPACITY

QTY PER WEEK: \_\_\_\_\_

Time Required in Days

for complete delivery: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

IN THE CAPACITY OF: \_\_\_\_\_

DULY AUTHORIZED TO \_\_\_\_\_

SIGN BID FOR AND ON BEHALF OF:

Official Stamp of The Company:

**ANNEX E: 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	<b>Monday 6<sup>th</sup> July 2020 1159 Hrs (Sudan Standard Time)</b> BIDS TO BE MARKED:	
SUBMISSION OF BIDS:	<b>SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM</b>	<b><u>BIDS MUST BE SUBMITTED EITHER BY HAND DELIVERY, POST OR COURIER</u></b>  <b>ATTN: SECRETARY TO THE LOCAL COMMITTEE ON CONTRACTS – UNHCR REPRESENTATION OFFICE IN SUDAN-KHARTOUM</b>  <b>INVITATION TO BID NO.: ITB/HCR/ROK/2020/003 FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR SUPPLY AND DELIVERY OF PERSONAL PROTECTIVE EQUIPMENTS FOR UNHCR SUDAN OPERATIONS</b> <b><u>Clearly Marked: NOT TO BE OPENED BY REGISTRY</u></b>
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	
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:	FOR THE PERSONAL PROTECTIVE EQUIPMENTS (PPE'S) ALTERNATIVES, TO THE REQUESTED SPECIFICATIONS MAY BE CONSIDERED IF IT CONFIRMS TO THE PRESCRIBED QUALITY AND STANDARD	
DELIVERY SCHEDULE:	DELIVERY TIME: IN DAYS:	
LANGUAGE OF THE BID:	ENGLISH	
BID SUBMISSION & SAMPLES	UNHCR REPRESENTATION OFFICE FOR SUDAN-KHARTOUM, ALONG AHMED KHEIR ROAD KHARTOUM -VENDORS SHOULD PROVIDE A COLOURED PHOTO OF THE PRODUCTS AND ATTACHED IN THE TECHNICAL PROPOSAL AS A SAMPLE. SAMPLES MAY BE REQUESTED IF NEED BE.	
REQUESTS FOR ADDITIONAL INFORMATION:	BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR ENQUIRIES IN RESPECT OF THIS INVITATION TO BID BY E-MAIL TO: <a href="mailto:sudkh-su@unhcr.org">sudkh-su@unhcr.org</a>  BEFORE 1159 HRS on Sunday 28 <sup>th</sup> June 2020 ( <b>CUT-OFF DATE FOR QUERIES</b> ). UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.	