

Terms of Reference Long Term Agreements for Provision of Customs Clearance Services	
1. Background:	<p>UNICEF Myanmar seeks to procure qualified service providers for customs clearance services for importations of its humanitarian aid supplies.</p>
2. Objectives:	<p>UNICEF intends to create one or more Long Term Agreements (LTAs) for Customs Clearance Services to be able to clear UNICEF assisted program and emergency response supplies from airport and/or seaport and border points in a timely manner.</p>
3. Duration of the LTAs:	<p>The term of the Customs Clearance Service LTAs of air and sea freight is for (3) years with an option for UNICEF to extend for two (2) additional years, one year at a time, at the discretion of UNICEF and subject to satisfactory performance by the service providers.</p> <p>Cost and technical considerations will be taken into account when determining the best service provider to award the LTAs. Subsequent contracts, referring to the LTAs, will be based on best value for money.</p> <p>UNICEF reserves the right to reject any or all proposals received in response to this Request for Proposals for Services (RFPs) and to negotiate with any of the proposers in any manner deemed in the best interest of UNICEF.</p>
4. Supervisor of the contract:	<p>Myo Tint, Logistics Officer</p>
5. Scope of Required Services and Experience:	<p>The service providers will be awarded an LTA through a competitive selection process where the service providers must clearly demonstrate through a written proposal, mentioning experiences in providing required custom clearance services.</p> <p><i>Required Services</i></p> <p>The service provider has to arrange the clearance of UNICEF assisted supplies from airport and/or seaport in Myanmar and transport the cargo to respective destination in Yangon according to the clearance service request of UNICEF, Yangon in timely manner. In addition, other related goods and services upon requirement.</p> <p><i>Scope of Work</i></p> <p><u>I. Air Freight Clearance</u></p> <p>To clear the shipments arrived at Yangon International Airport Customs Warehouse and transport the cleared cargos to the UNICEF's specified warehouse in Yangon or a destination within Yangon. The temperature-controlled items (vaccines and drugs) are required to be managed with special care and are to be directly delivered to the designated warehouse/s upon clearance.</p>

II. Sea Freight Clearance

To clear the shipments arrived at MITT Port, Bo Aung Kyaw Port, Asia World Port and MIP Port and transport the cleared cargo to the UNICEF's specified warehouse in Yangon or a destination within Yangon.

- UNICEF will provide a complete set of shipping documents with authorization letters to the service provider.
- UNICEF will not be responsible for any charges towards storage/warehousing, demurrage and detention when shipping documents are handed over to the service provider with reasonable time for them to arrange the clearance.

Duties and Responsibilities

1. The service provider should prepare and report the condition of packages damaged/ lost / short landed according to the packing list. In the event of any such incidence, the matter should be recorded and informed to the agent of the carrier on behalf of UNICEF immediately.
2. If packages and/or containers become damaged during the process of clearance and transportation, the service provider must take the full responsibility for these damages.
3. The service provider has to inform the Logistics Officer/Logistics Assistant of the Supply & Logistics Section of UNICEF Myanmar regarding the status of clearance of supplies from seaport and/or airport.
4. The service provider must finalize the case and deposit the required charges to the Customs Department after receiving the Tax Exemption Certificate (TEC) if the consignment is cleared by Special Order (SO).
5. The Service provider must inform the Logistics Officer/Assistant of Supply & Logistics Section of UNICEF for SO finalization status.
6. Payments will be made within 30 days of submission of the invoice and required supporting documents, including duly signed warehouse receipts/government receipts, original invoices of any direct payments/government levy, etc.
7. Upon request of UNICEF, the service provider may assist the government counterpart in clearing goods from Seaport and/or Airport and clear the cargo as and when required.
8. The clearing agent will be held full responsible for the clearance and transportation of the goods from the Airport and/or Seaport in Yangon to the respective warehouses/destinations. Any discrepancies or damage and/or loss of the goods during transportation and/or handling will be the full responsibility of the clearing agent. In such events, value of the goods damaged and/or lost will be deducted from the invoice at the price of the item at time of settling payment.
9. UNICEF reserves the right to withhold all or partial payment if the services are found to be unsatisfactory or the clearing agent fails to execute the works within the stipulated time according to the agreement/contract.

Qualification or Experience Required:

- The service provider should have proven good technical knowledge and competent working experience in providing custom clearance services (reference list to be submitted with the technical proposal).
- The service provider must have valid registration with Government. (mandatory requirement to be submitted with the technical proposal).
- The service provider must have good proven record of similar professional experience (reference list to be submitted with the technical proposal).

Communication & working experience

Able to communicate in English (written/spoken) and minimum 3 years professional experience in relevant service.

7. Request for Proposal:

The written proposal should address the requirements as detailed below. Please use the provided Attachment (A) Technical Proposal Template. You can include adequate supporting documentation as required to substantiate the answers provided. However, the use of the template is mandatory.

Bidders are to indicate the validity (date/days) of offer, and whether or not UNICEF payment term is accepted.

7.1 Technical Proposal

Provide the following information:

- Company profile.
- Valid business registration with government entity.
- Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 2 years.
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations.
- Minimum 2 years similar professional experience with good proven record (reference list to be submitted with the technical proposal).
- In house capacity – office facility, warehouse, numbers of owned trucks.

Reference

Please provide evidence to meet the following requirements:

- Names and contact details of minimum of 3 references (from previous clients for similar services).
- Name and designation of authorized person of the service provider who can take decisions on behalf of the service provider.

Proposal Evaluation Criterion

The overall technical and financial proposal will be evaluated based on the scoring criteria below.

Technical Criteria	Technical Sub-criteria	Maximum Points
Completeness of administrative and reference requirements	<ul style="list-style-type: none"> Adherence to instructions and overall quality, clarity and completeness of the submission. Company profile. 	5
Work experience	<ul style="list-style-type: none"> Minimum 3 years work experience of professional field. Names and contact details of minimum 3 references (from previous clients on similar services). Range of experience with similar projects/ clients. 	15
Technical Capacity	<ul style="list-style-type: none"> Proposed customs clearance approach methodology and management control system for timely clearance of supplies. In-house capacity for prompt action on sending and receiving E-mail including images. Capacity to handle large shipments within targeted time frame. Resources which can be made available for UNICEF assignments (Office facilities and related equipment, transport facilities etc.). Structure of service provider and assignment of the team, including one team leader who has relevant experience and Certificate of the Customs Clearance Service, and one focal staff for air freight and one for sea freight. (Please provide the CVs of proposed team along with proposal). 	20
Financial Capacity	<ul style="list-style-type: none"> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past 2 years. Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations. 	10
Other facilities/services	<ul style="list-style-type: none"> Warehousing facilities. Please describe. 	10
<i>Only proposals which receive a minimum of 40 points will be considered further.</i>		
7.2. Financial Proposal		40
The financial proposal should be sufficiently detailed, and should include at least the following:		
<ul style="list-style-type: none"> The financial proposal should be detailed enough and the costed realistically for the LTA and the resulting contracts (including all the services provided by the bidder). Complete the Annex A (price schedule). Additional service charges that are not included in the price schedule (UNICEF holds the right to opt out of any additional service fees that are considered unnecessary). 		
7.3 Total Technical and Financial		100 Points
The proposal with the best overall value, composed of technical merit and price, will be recommended for approval for the LTA.		

8. Selection process:

The 60/40, technical/financial, evaluation criteria will be applied to evaluate the submissions. Submissions will be evaluated technically first based on the evaluation criteria and the minimum threshold of 40 points as shown above. Only submissions who meet the minimum threshold of 40 points will be technically compliant and considered further.

9. Estimated value of the LTAs and funding source: Not To Be Published

10. Team members for Technical Evaluation:


- 1) Logistics Officer (UNICEF staff).
- 2) Administrative Specialist (UNICEF staff).
- 3) Program Specialist/Officer (UNICEF staff).

11. Other conditions:

Payments


Payments will be made within 30 days of submission of invoice with required supporting documents and confirmation of supplies received at destination. **All official receipts must be submitted as originals along with the invoice.**

Prepared by:


Digitally signed by
Myo Tint
Date: 2021.12.28
12:45:08 +06'30'
Myo Tint
Logistics Officer

Date: _____

Approved by:


Date: 2021.12.28
09:58:30 +06'30'
Ludo Scheerlinck
OIC, Deputy Representative, Operations

Date: _____