

DATE: 25/10/2023

REQUEST FOR PROPOSAL: No. RFP/SC/NIGMA/2023/006

**FOR THE ESTABLISHMENT
OF A FRAME AGREEMENT FOR THE PROVISION OF
ROAD CARGO TRANSPORT SERVICES INCLUDING MATERIAL HANDLING
SERVICES IN ADAMAWA, BENUE, BORNO, CROSS RIVER, FCT, LAGOS AND
YOBE STATES OF NIGERIA**

CLOSING DATE AND TIME: [14/11/2023] – 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 17,300 people in more than 138 countries continues rendering assistance to over 82 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environments, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

1.

REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Maiduguri Sub office, invites qualified transport service providers to make a firm offer for the establishment of Frame Agreement(s) for the Provision of Road Cargo Transport Services and Material Handling Services (referred to hereinafter as [Services]).

IMPORTANT:

The Terms of Reference (TOR) is detailed in Annex A of this document.

This tender may result in establishing minimum three (3) Frame Agreements on equal footing with the transport companies which will subsequently be invited to participate in the secondary bidding process arranged by UNHCR. Hence, the company submitting the lowest quotation for the approved requirement under the secondary bidding will then be selected to fulfil the transportation order.

UNHCR may award Frame Agreement(s) with initial duration of **two (2) years, potentially extendable for a further period of one (1) year**, upon confirmation and evaluation as having satisfactorily rendered the services requested by UNHCR. 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 is for **50,000 mt** of humanitarian cargo handled and transported.

Please note that 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 services. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders. Also, the quantities and work will be divided to many vendors depending on the urgency of the needs, locations, price and delivery period. Depending on the needs, the locations can also be changed for which no additional charges will be charged to UNHCR in the delivery of those items.

SIGN AND STAMP _____

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 Frame Agreement is awarded, either Party can terminate the agreement only upon 30 days (about 4 and a half weeks) prior notice, in writing to the other Party.

Please take careful note of article 5 Subcontracting, article 16 (Termination) and article 19 (Settlement of Disputes) of the attached General Terms and Conditions of Contracts (**Annex E**).

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

Sub-Contracting: Please take careful note of article 5 of the attached General Terms and Conditions for provision of Service – July 2018 (Annex E) regarding sub-contracting.

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

2. BIDDING INFORMATION:**2.1. RFP DOCUMENTS**

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

- Annex A: Terms of Reference (TORs)
- Annex B: Calendar of events
- Annex C: Financial Offer Form
- Annex D: Vendor Registration Form
- Annex E: UNHCR General Conditions of Contracts for the Provision of Services – 2018
- Annex F: UN Supplier code of conduct (Annex F)
- Annex G: e- Tender Manual (Annex G)

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this RFP by return e-mail to kouamgou@unhcr.org; ogah@unhcr.org and bamidele@unhcr.org as to:

- Your confirmation of receipt of this RFP;
- Whether or not you will be submitting a bid;
- Provide the company's name and contact details.

IMPORTANT:

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

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this RFP by e-mail to bamidele@unhcr.org and ogah@unhcr.org and copy kouamgou@unhcr.org. **The deadline for receipt of questions is on 01/11/2023 at 23:59 hrs.** Bidders are requested to keep all questions concise.

IMPORTANT:

UNHCR don't provide any advance or payment to vendor to start a project. UNHCR rules firmly and categorically refuses to associate itself directly or indirectly, or to be engaged in any way in **financial transactions** of its vendors with banks

UNHCR will compile the questions received and respond to questions during the pre-bid conference on **02/11/2023**. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

UNHCR will organize a supplier pre-bid conference virtually via **Microsoft teams** on **03/11/2023**. For interested companies, a maximum of two (2) representatives per company is allowed. Please see the link for the pre-bid meeting.

Participation to the pre-bid conference is strongly recommended given the complexity of the requirements. All your questions and issues will be clarified, and questions answered during the meeting. Participation shall be at the bidders' own expenses. There will be no reimbursement from UNHCR.

2.4 YOUR OFFER

Your offer shall be prepared in English.

IMPORTANT:

Cancellation of Solicitation: UNHCR reserves the right to cancel a Solicitation at any stage of the procurement process prior to final notice of award of a contract.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

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 e-mail address will result in disqualification of the offer. Please send your bid directly to the address provided in the ("Submission of Bid" section 2.6) of this RFP.

Your offer shall comprise the following three (3) sets of documents to be uploaded on the e-tender box <http://etenderbox.unhcr.org>

Note: The maximum size limit per file is 10MB. The system can handle multiple uploads.

- Commercial/Eligibility criteria mandatory or risk disqualification, evaluated as pass/fail
- Technical offer 70 marks
- Financial offer 30 marks

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.

Condition of the award of contract: The company must be a core-business supplier in the field of air-conditioning maintenance services.

SIGN AND STAMP _____

The Terms of Reference (TORs) of the services requested by UNHCR can be found in **Annex A**. Your technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

Eligibility Criteria:

Criteria	Description	Pass/Fail
Eligibility Criteria	1. Valid Company registration certificates, valid work permit, trading license and tax membership issued by relevant authorities	Pass/Fail
	2. Your company should have a minimum of two (2) years' experience in Cargo Transportation Services	Pass/Fail
	3. If your company is not already registered with UNHCR, you should complete, sign and stamp Vendor's form Annex D and submit with the technical proposal. You can also visit the attached link https://www.unhcr.org/how-become-supplier for company self-registration. This will enable your company to be on the list UNHCR prospective suppliers	Pass/Fail
	4. The company is not included into the sanctions/ineligibility lists of the European Union, World Bank, United Nations, including that of the United Nations Security Council.	Pass/Fail
	5. Acknowledged copy of UNHCR General conditions of contract (Annex E): Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods and Services by signing Annex E.	Pass/Fail
	6. Acknowledged UN Supplier code of conduct (Annex F)	Pass/Fail

Description of the company and the company's qualifications

A description of your company with the following documents:

- Company profile.
- Registration certificate.
- Year founded.
- If multi location company, specify headquarters location.
- Number of similar and successfully completed projects.
- Number of similar projects currently underway.
- Total number of clients.

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

Understanding of the requirements for services, proposed approach, solutions, methodology and outputs

Any comments or suggestions on the TOR, as well as your detailed description of the way your company would respond to the TOR:

- A description of your organization's capacity to provide the service [2 pages].
- A description of your organization's experience in these services [2 pages].

Proposed truck list to carry out the assignment

- List of trucks including make, model, year of manufacture, cargo capacity, parking location.

Vendor Registration Form

If your company is not already registered with UNHCR, you should visit <https://www.unhcr.org/how-become-supplier> and register your company.

Financial soundness of the company:

SIGN AND STAMP _____

Financial audited Statements: your company should submit financial statements of the last 12 Months September 2022 -September 2023 signed, proving healthy financial standing of the company with an annual turnover of NGN 10,000,000.

Delivery Lead Time & Capacity: When submitting your offer, you should indicate the delivery capacity from the date of receipt of purchase order. Keep in mind that UNHCR operates under emergency situations at times and the trucks should be made available as requested.

UNHCR General Conditions for Provision of Services 2018

Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Services by signing **Annex E**.

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in a single currency, (Nigerian Naira)

The financial offer must cover all the services to be provided (price “all inclusive”).

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

UNHCR is exempt from all direct taxes and customs duties. With these regards, 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. 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:

Each proposal from a Bidder will be considered separately and independently. Bidders shall submit a complete proposal for each solicitation in which they wish to participate. References to previous or on-going proposals will be not considered. Award of a previous contract with UNHCR will not be considered as a preference or guarantee for the award of future solicitations on the same subject.

Eligible bidders: Bidders shall not be eligible to submit a bid if at the time of bid submission:

- is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by Agencies, Funds or Programs of the UN System. <https://www.ungm.org/Admin/IneligibleVendors>
- is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list. <https://www.un.org/securitycouncil/content/un-sc-consolidated-list>
- is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals. <http://www.worldbank.org/en/projects-operations/procurement/debarred-firms>; <http://www.worldbank.org/en/about/corporate-procurement/business-opportunities/non-responsible-vendors>
- Other sanctions list, if applicable, as per the discretion of the UNHCR

2.5.1 Supplier Registration:

The qualified supplier(s) 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.

Failure to provide the abovementioned documentation, might lead to disqualification.

2.5.2 Technical and Financial evaluation:

For the award of this project, UNHCR has established evaluation criteria which govern the selection of offers received. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

The **Technical offer** will be evaluated using inter alia the following criteria and percentage distribution: [70%] from the total score.

Evaluation Criteria	Requirements	Maximum points
1. Company Qualifications	Provision of certificate of year of incorporation and trade licenses etc.	05
	Tax registration certificate	05
	Detailed description of how your company would respond to the TOR: • A description of your organization's capacity to provide the service [max 2 pages];	10
	• A description of your organization's experience in these services [max 2 pages].	10
2. Past experience in transport & material handling	Company shows at least 03 years of experience providing similar services to International or National organizations in Nigeria	10
	List of clients with their reference and contact address of (top 3 Clients – except UNHCR).	10
	Past experience in handling materials, kitting and management of labors	10
3. Availability of truck fleet	Fleet size (Trucks and Vehicles) owned by the company	10
	Fleet size (Trucks and vehicles) sub-contracted from third party	10
	Capacity to provide maximum and minimum number of trucks in a day / week	05
4. Financial strength of company	Provision of 1 Year bank statement (Sept 2022 – Sept 2023)	05
	One year of financial record (Audit Reports) - 2022	10
Total:		100

Remark: Companies scoring 60 points out of 100 points will be declare qualified technically and their financial offer will be opened for evaluation. The Technical offer score will be calculated according to the percentage distribution for the technical (70%) and financial (30%).

The **Financial offer** will use the following percentage distribution: [30%] from the total score.

The maximum number of points will be allotted to the lowest price offer that is opened and compared among those invited firms. All other price offers will receive points in inverse proportion to the lowest price, e.g., $[\text{total Price Component}] \times [\text{lowest price}] \setminus [\text{NGN}] = \text{points for other supplier's Price Component}$. For evaluation purposes only, the offers submitted in Naira will be considered.

2.6 SUBMISSION OF BID:

The documents offer must bear your official letter head, clearly identifying your company.

Bids should be submitted by uploading all your document under the technical and financial category on the e-tender box site accessible via this link <http://etenderbox.unhcr.org>

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., note also that the allowed extensions for files to upload are .doc, .docx, .xls, .xlsx, .rtf, .png, .jpg, .jpeg, .pdf, .txt, .zip, .ppt, .pptx, .bmp, .rar, .gif, .tif and .tiff. Executable files (.exe, .bat, .cmd...etc) should not be uploaded. The maximum size limit per file is 10MB. The system can handle multiple uploads. The Mandatory commercial eligibility criteria,

Technical and Financial offers shall be clearly separated when uploading the documents.

Bids must ONLY be uploaded via URL: <http://etenderbox.unhcr.org>

Deadline for submission of your offers is: [14 November 2023 i.e., Tuesday] by 23:59 Hrs.

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 pre-qualified vendors 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 pre-qualified vendor 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 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 as part of the finalization of the Purchase Orders for Services.

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.

UNHCR may divide the quantities and work to many vendors depending on the urgency of the needs, locations, price and delivery period.

Depending on the needs, the locations can also be changed for which no additional charges will be charged to UNHCR in the delivery of those items.

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this RFP will be made in the currency of the winning offer(s). Payment will be made in accordance with the General Conditions for the Purchase of Services and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF SERVICES ANNEX –E:


Please note that the General Conditions of Contracts (**Annex E – July 2018**) 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.

2.10 OFFICIAL NOT TO BENEFIT

The attention of the prospective bidder is drawn to Article 6 of the attached General Conditions of Contract for the provision of goods which states:

"OFFICIAL NOT TO BENEFIT: The Contractor warrants that it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Contract or the award thereof to any representative, official, employee, or other agent of UNHCR. The Contractor acknowledges and agrees that any breach of this provision is a breach of an essential term of the contract."

- 2.11 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.

Signature: 
Kristin Arthur
Officer in Charge
UNHCR Sub-office, Maiduguri
Borno State of Nigeria

