

ANNEX A: TERMS OF REFERENCE

REQUEST FOR PROPOSAL: No. RFP/SC/NIGMA/2023/006 CARGO TRANSPORT AND MATERIAL HANDLING SERVICES

BACKGROUND AND OBJECTIVE

The United Nations High Commissioner for Refugees (UNHCR) in Nigeria wants to enter into a Frame Agreement with one or more service providers for the provision of Road Cargo Transport services.

The objective of this request for proposal (RFP) is to hire the professional and dedicated services of road cargo transportation for UNHCR operation in Northeast Nigeria. Any resulting contract (hereinafter called “the Contract”) shall be non-exclusive. The Frame Agreement (FA) is for an initial duration of 2 (Two) years, potentially extendable for the period of 01 (One) additional year, at the discretion of UNHCR, subject to satisfactory performance of the Contractor and UNHCR requirement for the provision of the Services.

OVERVIEW OF SERVICES:

The Transport Company shall provide on a priority basis the following services:

- As and when requested by UNHCR, perform expediting and transport from UNHCR warehouse in Maiduguri to the point of destinations as specified below.
- This will include all necessary equipment, loading services, packaging of items into kits, qualified labor personnel, expertise and other means necessary to perform the transport and related services in accordance with best commercial practice.
- The main commodities to be transported are, but will not be limited to:
 - Emergency core relief items such as blankets, plastic sheeting, buckets, tents etc.
 - Emergency shelter material such as timber, nails, cement, zinc, tool kits, plastic tarpaulins, etc.
 - Office furniture and equipment
 - Livelihood items

DESTINATIONS:

The transport service is required within and outside of the below mentioned States and LGAs in Nigeria.

STATE	ADAMAWA STATE	BENUE STATE	BORNO STATE	CROSS RIVER STATE	FCT (ABUJA)	LAGOS STATE	YOBE STATE
UNHCR Office/ Warehouse	Yola	Adikpo	Maiduguri	Ogoja	AMAC	Apapa	Damaturu
LGAs	Demsa	Ado	Abadam	Abi	Abaji	Agege	Bade
	Fufure	Agatu	Askira/Uba	Akamkpa	Abuja Municipal	Ajeromi-Ifelodun	Bursari
	Ganye	Apa	Bama	Akpabuyo	Bwari	Alimosho	Damaturu
	Gayuk	Buruku	Bayo	Bakassi	Gwagwalada	Amuwo-Odofin	Fika
	Girei	Gboko	Biu	Bekwarra	Kuje	Apapa	Fune
	Gombi	Guma	Chibok	Biase	Kwali	Badagry	Geidam
	Hong	Gwer East	Damboa	Boki		Epe	Gujba
	Jada	Gwer West	Dikwa	Calabar Municipal		Eti Osa	Gulani
	Lamurde	Katsina-Ala	Gubio	Calabar South		Ijebu-Lekki	Jakusko
	Madagali	Konshisha	Guzamala	Etung		Ifako-Ijaiye	Karasuwa
	Maiha	Kwande	Gwoza	Ikom		Ikeja	Machina
	Mayo Belwa	Logo	Hawul	Obanliku		Ikorodu	Nangere
	Michika	Makurdi	Jere	Obubra		Kosofe	Nguru
	Mubi North	Obi	Kaga	Obudu		Lagos Island	Potiskum
	Mubi South	Ogbadibo	Kala/Balge	Odukpani		Lagos Mainland	Tarmuwa
	Numan	Ohimini	Konduga	Ogoja		Mushin	Yunusari
	Shelleng	Oju	Kukawa	Yakuur		Ojo	Yusufari
	Song	Okpokwu	Kwaya Kusar	Yala		Oshodi-Isolo	
	Toungo	Otukpo	Mafa			Shomolu	
	Yola North	Tarka	Magumeri			Surulere	
	Yola South	Ukum	Maiduguri Municipal				
		Ushongo	Marte				
		Vandeikya	Mobbar				
			Monguno				
			Ngala				
			Nganzai				
			Shani				

REQUIRED TYPE OF TRUCKS:

No.	Axles and Type	Max Gross Weight (Metric Tonnes)	Typical Length (Meters)
1.	2 axles – 4 wheels	3.5	Various
2.	2 axles – 6 wheels	7.5	Various
3.	3 axles rigid	15	12.0
4.	3 axles artic	18.8	12.0
5.	3 axles artic	26	16.5
6.	4 axles rigid*	36	12.0
7.	3 axles artic	26	16.5
8.	4 axles articulated tractor and trailer	38	16.5
9.	5 axles articulated tractor and trailer	40	16.5
10.	6 axles articulated tractor* and trailer	41	16.5
11.	Vehicle and drawbar trailer	40	18.75

Vehicles can be categorized into two main types:

- Rigid vehicles comprise a cab and chassis onto which the desired body is placed. They will also act as the prime mover in a drawbar combination.
- Articulated tractors are the motive unit for the movement of trailers.

The vehicles should have a combination of both box bodies without the roof and box body with roof for transportation of items during the raining or high temperature weather.

SCOPE OF SERVICES:

The Transport Company is required to meet the following requirements:

- Required to provide transportation of shipments to in-land locations. The UNHCR does not guarantee any minimum volume of shipments to be handled.
- Upon receipt of the E-mail from UNHCR Supply unit stating the date, destination and any special handling or packing instructions, organize transportation services as needed.
- Managing labours and their payments for loading and offloading, counting and stacking and for packaging of CRIs kits in the warehouse.
- Upon delivery of consignments to the destination, acknowledgment receipt (Waybill) to be provided shall contain:
 - The PO number, the quantity both in packing units and pieces and the description of goods received and the date received.
 - The relevant Waybill or delivery note number.
 - The condition of the goods received, including details as to whether the goods packaging was damaged.
 - The name and signature of authorized UNHCR or Partner representative. The Service provider must include a copy of such acknowledgment receipt with all documentation provided in support of the invoiced claim submitted.

- v. Must be prepared to coordinate transportation for both containerized and non-containerized freight, both 20' and 40' containers/trailers, palletized and loose cargoes, normal and refrigerated cargo, and any other conditions requested by UNHCR.
- vi. Collect and deliver cargo from UNHCR warehouses to different States in Nigeria
- vii. Exercise due diligence to detect any unaccustomed or unusual shipment of goods, such as possible duplicate shipments, sudden increase or decrease in volume to a destination, etc. Such occurrence shall be communicated to UNHCR Supply Unit immediately upon detection.
- viii. Ensure that all consignments are dispatched without delay and reaches its destination within the normal time period acceptable for the route and mode of transport involved. By nature of the humanitarian road cargo to be moved for UNHCR, time is often of essence.
- ix. If goods are loaded with damage, this is to be annotated on the waybill and UNHCR is to be notified immediately. Upon delivery of consignments the authorized recipient is to acknowledge a. The quantity and type of goods received, and the date received, b. The condition of the goods received, including details as to whether either the goods packaging was damaged prior to receipt by recipient or UNHCR; c. The name and signature of authorized representative. The Service provider must include a copy of such acknowledgment receipt with all documentation provided in support of the invoiced claim.
- x. Ensure provision of trucks in good condition to avoid any break-down on the way to delivery of CRI kits to different field locations. In case of any loss or damage of CRI kits due to any reasons, the supplier shall be bound to reimburse the loss / damage amount. Also, UNHCR shall not be responsible for any loss/damage to the truck(s) of the suppliers due to any mishap on the way to delivery of CRI kits to their intended locations.
- xi. Ensure proper counting of each item or CRI kits at the time of loading the trucks inside the warehouse or in field locations. Any shortfall at the time of delivery at the final destination or at receipt by the recipient, the Contractor would be responsible to reimburse the number of missing items/kits without any delays.