**TERMS OF REFERENCE**

**ESTABLISHMENT OF FRAME AGREEMENTS FOR PROVISION OF LOGISTICS SERVICES WITHIN UNHCR AREAS OF OPERATION IN NIGERIA**

**BACKGROUND**

UNHCR Ogoja Sub Office is managing a response in a vast area of geographic responsibility covering South- South, South-East, and part of North-East responsibility. The Sub Office is in Ogoja with one (1) field offices (Takum) and 2 field units (Calabar and Makurdi). The Cameroon operation covers the following PWSs located in the in different states in Nigeria namely Cross River, Benue, Taraba and Akwa Ibom.

UNHCR is seeking to engage a Service Provider for the establishment of frame agreement for transporting of core relief items and dignity kits to UNHCR field offices, settlements, and areas of operations.

**SERVICE REQUIREMENT**

The service provider shall provide UNHCR with roadworthy trucks for dispatching of goods designated locations; as well as professional staff to handle/monitor movement and offloading activities. Below is the list of the detailed services:

|  |  |  |  |  |
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|  | **Wheel Number** | **Capacity** | **Type** |  |
|  | 12-Wheeler and above | 25 Tons above | Covered body truck | |
|  | 8 to 10 - Wheeler | 15 to 20 tons | Covered body truck | |
|  | 6-Wheeler | 5 to 10 tons | Truck | |
|  |  |  |  |  |
|  |  | **Lump Sum Rate Per One-way Trip (NGN)** |  |  |
|  | Destination | 12-Wheeler and above | 8 to 10-Wheeler | 6-Wheeler |
|  |  | (25 Tons and above) | (15 to 20 Tons) | (10 tons) |
| Taraba | Ogoja to Takum |  |  |  |
| Ogoja to Gembu |  |  |  |
| Takum to Gembu |  |  |  |
| Cross River Host Community | Ogoja to Ikom |  |  |  |
| UNHCR Settlements |  |  |  |  |
| Ogoja to Adagom 1 |  |  |  |
| Ogoja to Adagom 3 |  |  |  |
| Ogoja to Ukende |  |  |  |
| Ogoja to Ikyogen |  |  |  |
| Calabar & Akwa Ibom |  |  |  |  |
| Ogoja to Calabar Ekonganaku, Mbobui, and Ekang |  |  |  |
| Ogoja to Uyo, Oron and Esit Eket |  |  |  |
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| Makurdi | Ogoja to Makurdi |  |  |  |
| Makurdi to Ogoja |  |  |  |
| The contract may at different occasion required to wait and return items not distributed back to UNHCR Sub-Office Ogoja warehouse | **Return Services** |  |  |  |
| Adagom 1 - Ogoja |  |  |  |
| Adagom 3 - Ogoja |  |  |  |
| Ukende - Ogoja |  |  |  |
| Ikyogen - Ogoja |  |  |  |
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| --- | --- | --- | --- | --- |
| Other locations |  |  |  |  |
| Ogoja - Abuja/Abuja-Ogoja |  |  |  |
| Ogoja-PortHarcourt/PortHarcourt-Ogoja |  |  |  |
| Ogoja-Lagos/Lagos-Ogoja |  |  |  |
| Ogoja-Yola/Yola-Ogoja |  |  |  |
| Ogoja-Maiduguri/Maiduguri-Ogoja |  |  |  |

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| --- | --- | --- | --- |
| **Additional Cost (in case extra distribution points/addresses added to the same trip)** | | | |
| **Type** | 12-Wheeler and above | 8 to 10-Wheeler | 6-Wheeler |
| (25 Tons and above) | (15 to 20 Tons) | (10 tons) |
| Daily Cost (NGN) |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Waiting Cost (put on standby, forcible delays, force majeure, or any other applicable reasons)** | | | |
| **Type** | 12-Wheeler and above | 8 to 10-Wheeler | 6-Wheeler |
| (25 Tons and above) | (15 to 20 Tons) | (10 tons) |
| Daily Cost (NGN) |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost for full day rental i.e., overnight stay (in areas without holding points, UNHCR may require the Service Provider to stay overnight for continuation of distribution)** | | | |
| **Type** | 12-Wheeler and above | 8 to 10-Wheeler | 6-Wheeler |
| (25 Tons and above) | (15 to 20 Tons) | (10 tons) |
| Daily Cost (NGN) |  |  |  |

**PRICE:** In the Financial Offer Form (Annex C) kindly, indicate cost for open body truck and covered body container truck respectively.

**INVOICING:**

* + The monthly charge shall be calculated based on the number of trips and location of activities.

**CONTRACT:**

* This contract is for the initial period of one year, extendable by another one year based on satisfactory performance.

**EXPECTED DELIVERABLES**

* + - Goods are handled appropriately on transit.
    - Emergency requests are acted on promptly (delivered from stock to project site within 24 hours
    - Monthly, itemized invoices submitted with supporting documentation (Waybills, Proofs of Delivery)

**COMPANY EXPERIENCE**

The service provide should have experience in the provision of logistics services, with a minimum of 3 years.

The company should have all the sufficient licenses to work and conduct day-to-day transactions and operations for UNHCR across Nigeria.

The company must have available, upon request, enough trucks when needed. The vehicles utilized will be invoiced according to the size, weight, and capacity, taking into consideration the suitable vehicle to be used for delivery to insure full utilization of the vehicles.

Reporting must be sent daily, weekly, and monthly regarding all goods transported to and from warehouses and camps along with scanned copies of Waybills and receipts sent to UNHCR Supply focal points.

The company should be able to provide different types of trucks. The types we are looking for are small vans for small shipments. Medium trucks, and large trucks.