

Terms of Reference

Office Stationery Supplies Provision for UNICEF Sudan

1. Introduction:

This document outlines the Terms of Reference (ToR) for the provision of office stationery supplies for UNICEF Sudan. The purpose of this ToR is to define the scope, objectives, deliverables, and responsibilities related to the provision of high-quality and timely office stationery supplies to support UNICEF Sudan's administrative and operational activities.

2. Background:

UNICEF Sudan requires a reliable supply of office stationery to facilitate smooth functioning and operational efficiency. The availability of essential office supplies is crucial for the day-to-day activities of UNICEF Sudan's personnel. This ToR aims to establish a framework for the provision of office stationery supplies that meet UNICEF Sudan's quality standards and requirements.

3. Objectives:

The primary objective of this initiative is to ensure the timely provision of high-quality office stationery supplies to meet the needs of UNICEF Sudan. The specific objectives include:

- a. Providing a comprehensive range of office stationery supplies, including but not limited to paper, pens, folders, envelopes, adhesive materials, notepads, and other essential items.
- b. Ensuring the availability of supplies that meet UNICEF Sudan's quality standards and requirements.
- c. Maintaining adequate stock levels to prevent shortages and disruptions in daily operations.
- d. Streamlining the procurement process to ensure efficient and cost-effective supply management.
- e. Establishing clear protocols for order placement, delivery, and quality control.

4. Scope of Work:

The scope of work for this initiative includes the following activities:

- a. Procuring and supplying a comprehensive range of office stationery supplies as per UNICEF Sudan's specifications and requirements in annex A.
- b. Ensuring the availability of high-quality stationery items, including sustainable and environmentally friendly options whenever possible.
- c. Managing inventory levels to prevent shortages and maintain adequate stock of commonly used items.
- d. Establishing an efficient order placement system, including online or offline methods, to facilitate timely procurement.
- e. Conducting regular quality control checks to ensure the supplied items meet the required standards.
- f. Providing a dedicated point of contact for inquiries, order placement, and issue resolution.

5. Duration:

Two (02) years with start date in June 2024, and eventual extension for an additional one (01) year, based on market assessment, financial evaluation and satisfactory performance,

5. Deliverables:

The following deliverables are expected as part of this initiative:

- a. Timely provision of high-quality office stationery supplies as per UNICEF Sudan's specifications and requirements.
- b. Availability of a comprehensive range of stationery items, including sustainable options.
- c. Adequate stock levels to prevent shortages and disruptions in daily operations.
- d. Efficient order placement and delivery processes.
- e. Regular quality control checks to ensure the supplied items meet the required standards.
- f. Dedicated point of contact for inquiries, order placement, and issue resolution.

6. Responsibilities:

The responsibilities of the involved parties are as follows:

- a. UNICEF Sudan:
 - Clearly communicate stationery requirements to the supplier.
 - Provide necessary information and specifications for the procurement of stationery items.
 - Monitor the quality and suitability of the supplied stationery items.
 - Ensure compliance with relevant policies and procedures.
- b. UNICEF Sudan Administration Team:
 - Coordinate and manage the procurement and supply of office stationery.
 - Monitor inventory levels and forecast requirements.
 - Conduct quality control checks on the supplied stationery items.
 - Ensure efficient and timely delivery of stationery supplies.
- c. Stationery Supplier:
 - Procure and supply a comprehensive range of office stationery items as per UNICEF Sudan's specifications and requirements.
 - Ensure the availability of high-quality and sustainable stationery options.
 - Maintain adequate stock levels and manage inventory effectively.
 - Establish an efficient order placement and delivery system.
 - Address and resolve any issues or concerns related to the supplied stationery items.

7. Evaluation and Weighting Criteria

Proposals shall be evaluated in accordance with the provisions of this RFP and with the following criteria:

<i>Criteria m</i>	<i>Maximum Points</i>
1. Technical proposal	65

2. Financial proposal	35
Total maximum points to be attributed	100

1) Technical evaluation:

No	Technical Criteria	Score	Points
1	Mandatory: <ul style="list-style-type: none"> Proof of registration / membership with applicable governing bodies. Fully completed the Bid submission forms. 	Pass or Fail	
2	Qualification and Experience <ul style="list-style-type: none"> Previous experience in stationery provision undertaking delivery door to door (3.3 points per contract up to a maximum of 15 points) Must have at least 3 years' experience in stationery provision services (2 points for the 1st 3 years and 1 additional point per additional years' experience up to a maximum of 5 points) High quality brands are available. Capacity to deliver stationeries up on request. 	<i>Fully compliant=35</i> <i>Substantially compliant =16-34</i> <i>Partially compliant =7-15</i> <i>Minimally compliant=1-6</i> <i>(Non-submitted =0)</i>	(35)
3	Financial and economic standing <ul style="list-style-type: none"> Turnover in each of the last three (3) complete financial years. Submit the audited balance sheet pages for the three turnover years. 	<i>Fully compliant=15</i> <i>Substantially compliant =10-14</i> <i>Partially compliant =5-9</i> <i>Minimally compliant =1-5</i> <i>(Non-submitted =0)</i>	(15)
4	Ability to provide and perform the required services. <ul style="list-style-type: none"> General adherence to RFP requirements; completeness of response & tender package is coherent and all required documents / Information as specified the TOR are present. Method statement and proposed workplan approach of how tasks in the TORS will be undertaken. 	<i>Fully compliant=7</i> <i>Substantially compliant =5-7</i> <i>Partially compliant =1-4</i> <i>(Non-submitted =0)</i>	(7)
5	Delivery timelines <ul style="list-style-type: none"> Ability to arrange ORDERS in 48 hours (3 points for 48 hours or less; 2 points for 3days and above) 	<i>Fully compliant=8</i> <i>Substantially compliant =5-7</i> <i>Partially compliant =1-4</i> <i>(Non-submitted =0)</i>	(8)
	Total Marks		(65)
	Qualifying Technical Marks		46/65

2) Financial Offer:

Please refer to annex A.



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7. Reporting:

Regular reports on stationery procurement and supply activities, including order details, stock levels, deliveries, and any quality control issues, will be submitted as required by UNICEF Sudan. The reports

should provide detailed information on the items supplied, quantities, costs, and any recommendations for improvement.

8. Conclusion:

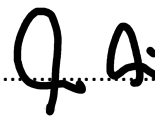
This Terms of Reference provides a framework for the provision of office stationery supplies for UNICEF Sudan. By adhering to this document, it is expected that UNICEF Sudan will have access to high-quality and timely stationery items to support its administrative and operational activities effectively.

Prepared by :

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Date : 19 May 2024

Signature:.....



Reviewed by :

Fredrick Sheshe – Chief of Supply and Logistics

Date :

Signature:.....



Approved by :

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Date :

Signature :.....

