**ANNEX A**

**TERMS OF REFERENCE (TOR)**

**SUPPLY AND DELIVERY OF GENERATOR TO UNHCR SUB OFFICE OGOJA, CROSS RIVER STATE**

# **Purpose**

The United Nations High Commissioner for Refugees (UNHCR) in Ogoja invites qualified firms to make a firm offer for: the supply and delivery of Generator to UNHCR Sub Office Ogoja, Cross River State, Nigeria.

1. **Specifications of Required Goods**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4. | 7.5 KVA to 8.5 KVA generator  (Picture only a representation of item, not the exact) | * 7.5KVA to 8.5 KVA generator   Brand new, heavy-duty, must be manufactured at least in year 2020.  • 8.5 KVA, Petrol-powered generator set.  • Engine mounted alternator  • Single - bearing alternator with insulation Class H  • Unit mounted radiator with 50°C ambient temperature  • Base frame mounted fuel tank with minimum 8 hrs running capacity.  • Dry type air filter with restriction indicator  • DG circuit breaker  • Electric start with battery  • Conveniently located fuel level indicator  • Exhaust tail pipe as standard scope of supply.  • Weatherproof enclosures to withstand harsh climate  • All routine service points on one side of canopy  • Riser blocks for lifting and handling.  • Other Features: pilot lamp, built-in automatic voltage regulator (AVR), oil alert system and circuit breaker, two wheels for easy carrying. | 1piece | Haier Thermocool TEC Generator - 6.5kW / 6kVA/7.5kVA - Igwe Max 8100RS price from jumia in ... |

1. **Minimum Documentation requirements of Goods**

* Brochure with pictures and descriptions of the items

1. **Minimum Legal and Administrative Requirements**

* Certificate of Incorporation/Registration
* Tax Clearance Certificate – *must have validity date of 2024 or 2025.*
* Audited financial account statement – 2022 and 2023.

1. **Minimum Experience Requirements of the Supplier**

* The supplier must be licensed to operate in Nigeria and have a minimum of three years in existence.
* Evidence of experience to be provided in the form of minimum of 3 Purchase orders, contract award letters etc. within the last 18months.

1. **Other requirements**

* **Delivery lead time:** maximum of 3 week after contract award.
* **Delivery location:** UNHCR Sub Office Ogoja **(DAP INCOTERMS**).
* **Minimum warranty/Guarantee**: 1year

**EVALUATION CRITERIA**

The evaluation shall follow 2-step criteria: first eligibility checks for administrative documents then technical evaluation**.**

|  |  |
| --- | --- |
| **ELIGIBILITY CHECKS** | **PASS/FAIL** |
| Valid Business Registration Certificate (CAC) submitted, and Status is active on CAC Website | Pass/fail |
| Current Tax Clearance Certificate (certificate must have validity date of 2024 or 2025) | Pass/fail |
| Company’s audited statement of account for the last two years (2022/2023) | Pass/fail |
| Acknowledgement of UNHCR General Conditions of Contract provided (Annex C) and UN Supplier Code of Conduct (Annex D) by signing Declaration of Eligibility (Annex E) | Pass/fail |
| **TECHNICAL EVALUATION** | |
| Evidence of at least two (2) Purchase Orders, Contracts etc. completed within the last 18 months for same service | Pass/fail |
| Brochure with pictures and descriptions of the items - Conforms to requirements or not | Pass/fail |
| Delivery lead time – (maximum of 3 weeks) | Pass/fail |