**ANNEX A**

**TERMS OF REFERENCE (TOR)**

**SUPPLY AND DELIVERY OF TIRES**

**TO UNHCR SUB OFFICE OGOJA, CROSS RIVER STATE**

**RFQ/HCR/NIGOG/24/059**

# **Purpose**

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

1. **Specifications of Required Goods**

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| --- | --- | --- | --- |
| **Item** | **Specifications** | **Unit of Measurement** | **Estimated Quantity** |
| Toyota Hardtop Landcruiser | 265/65 R17 tires with tube  Brand – Michelin, Bridgestone or Dunlop  Manufactured Year: 2024  Tire must have Serial Numbers and Barcode for Serial number Check. Lifespan of supplied tire must be minimum of 3years from manufacturer year. *Bidder should note that this will be verified by the inspection/reception team.* | pieces | 200 |

1. **Minimum Documentation requirements of Goods**

* Product catalogue with photos and descriptions of the items

1. **Minimum Legal and Administrative Requirements**

* Valid Business/Commercial Registration Certificate (CAC) and must be active on CAC Portal
* Audited Account statement of the last three fiscal years – 2021 - 2023
* Tax clearance certificate – 2021- 2023.
* Tire Dealership certificate/agreement

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

* Supplier must have been registered to do business in Nigeria for at least 3 years. to be assessed through provision of CAC
* Evidence of experience to be provided in the form of 3 Purchase Orders and contracts, etc) for similar goods in the last 18 months.

1. **Other requirements**

* **Delivery lead time:** maximum of 2 weeks after contract award.
* **Delivery location:** UNHCR Ogoja Sub Office, Cross River State **(DAP INCOTERMS**).

**EVALUATION CRETERIA FOR COMMERCIAL/ELIGIBILITY AND TECHNICAL OFFERS**

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| **COMMMERCIAL EVALUATION CRITERIA** | **CONFIRM AND INSERT YES OR NO** | **Rating is Pass/Fail** |
| Valid Business Registration Certificate (CAC) submitted (copy submitted) and Status is active on CAC Website. |  |  |
| Submit Audited Financial Statements of past two years (2022 & 2023). |  |  |
| Provide Current Tax Clearance Certificate 2021-2023. |  |  |
| Tire Dealership certificate/agreement. |  |  |
| Product catalogue with photos and descriptions of the items. |  |  |
| Minimum of 3 Purchase Order or Contract providing similar services in the past 18 months. |  |  |
| Delivery lead time: maximum of 2 weeks after contract award. **Bidder to state and submit proposed delivery time using company letter.** |  |  |
| **SECOND STAGE** |  |  |
| Technically compliant bidder will be requested to provide physical sample of any of the 3 brands (**Dunlop**, **Michelin,** and **Bridgestone**) intending to supply - Manufactured Year: 2024  Tire must have Serial Numbers and Barcode for verification. |  |  |