



Date: 28/02/2023

**Request for Quotation No. UNFPA/SDN/RFQ/TRA/03/23  
In land Transportation (Loading, Offloading, Insurance, Cold chain Items).**

Dear Sir/Madam,

We hereby solicit your quotation for the supply of Transportation (In Land, Air Transportation) and associated services (Loading/Offloading, Transportation of Cold chain items, and Insurance).

Services will cover transportation of Non-Health Items and health items (Medicines, Medical kits, consumables, equipment's and cold chain items)

This process is based on Fast Tracking Process (FTP) and will result in (Long Term Agreement) – LTA for one year or ceiling of USD 250,000 and can be renewed upon successful evaluation of services.

Details of points of origin and destination are described in Annex A. Quotation Forms (A ). Delivery will be to capital of states.

Bidders are required to provide tentative delivery time for each destination.

The Contractor will ensure safety of supplies loaded onto the trucks in the point of origin up to the point of delivery and should provide insurance for transportation services to all states and inside Khartoum state.

For high-volume low-weight cargo, charges will be based on Trucks capacity.

Bid validity requested is 6 months.

Partial bids are not allowed under this tender. Bidders should quote for all destinations.

UNFPA reserves the right to submit a Purchase Order for all or part of destinations.

UNFPA reserves the right to issue returning pricing accordingly.

**A) Documents to be submitted with the RFQ:**

- i Registration of the supplier/manufacturer in the Republic of the Sudan
  - Valid Commercial Registration Certificate
- ii Technical Capacity

- Proven Track record of Contract/PO's demonstrating previous relevant experience with UN/INGOs in the past 2 years.
- Ability of providing vast of trucks (Flat, Rigid and Reefer) trucks, beside an excellent knowledge of Air handling process.
- Fleet overview

**iii Financial Capacity**

- Submit the following financial instruments:
  - Company bank statements for last 3 years
  - Certified financial statements/balance sheets.
  - Turnover records for 2021 and 2022
  - Audit reports

**B) Criteria for selection:**

Evaluation phase	Methodology for evaluation	Weight	Max scoring
<b>TECHNICAL EVALUATION</b>	Progressive scoring based on no. of documents provided on Registration and Technical Capacity section	20%	20
<b>FINANCIAL EVALUATION</b> Operational Capacity	Progressive scoring based on no. of documents provided on Financial Capacity section	20%	20
<b>FINANCIAL EVALUATION</b> Competitiveness on MOST frequently requested destinations	Progressive scoring based on MOST frequently destinations with most competitive price across list of services	40%	40
<b>FINANCIAL EVALUATION</b> Competitiveness on LESS frequently requested destinations	Progressive scoring based on LESS frequently destinations with most competitive price across list of services	15%	15
<b>FINANCIAL EVALUATION</b> Competitiveness on Insurance and Reefer truck	Progressive scoring based on Insurance, Air shipment, and Reefer trucks competitive price	5%	5
<b>FINAL EVALUATION</b>	Ranking considering vendor having the highest number of points across the different evaluation phases	100%	100

If you are interested in submitting a quotation for these services, kindly provide required documentation and fill in the Annex A. Quotation Form and submit your offer as follows:

**Electronically to the secure mailbox [sudan.office@unfpa.org](mailto:sudan.office@unfpa.org)**

**Do not put any other email address in copy when submitting your bid, or you may be disqualified.**

Clearly specify the following text in the subject line:

**RFQ No. UNFPA/SDN/RFQ/TRA/03/23**

All prices shall be quoted in Sudanese Pound (SDG) or US Dollars (USD). Conversion of currency into the UNFPA preferred currency shall be based only on UN Operational Exchange Rate prevailing at the time of competition deadline, which can be checked at <http://treasury.un.org/operationalrates> .

The currency of payment can be US Dollar (USD) or Sudanese Pound (SDG). If payment is executed in US Dollar (USD), it is the Bidder's responsibility to own a bank account in US Dollar (USD) registered in the name of the company and be authorized to receive electronic transfer (EFT) in US Dollar (USD).

Your earliest response to this query would be highly appreciated, but not later than:

**12/03/2023, 3.00 pm Sudan local time**

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Best regards,

Name of Contact Person in UNFPA: Mohamed Abdalla

Tel. No.: 0912566474

Email : [sudan.office@unfpa.org](mailto:sudan.office@unfpa.org)

**Do not submit your bid to these contacts, or your bid will be disqualified. These contacts are made available only for questions and clarifications.**

**Bidders shall not receive responses to questions sent to [sudan.office@unfpa.org](mailto:sudan.office@unfpa.org) since it is a secure mailbox.**