

INVITATION TO BID: RBESA UNHCR ITB 3740**FOR THE ESTABLISHMENT OF FRAME AGREEMENT(S) FOR THE PROVISION OF
ESA REGIONAL ROAD FREIGHT FORWARDING SERVICES****ITB DOCUMENTS**

- Annex A: Terms of Reference
- Annex B1: Financial Offer Details/guidance
- Annex B2: Financial Offer Form - Schedule A and B
- Annex C: Technical Evaluation Criteria
- Annex D: UNHCR General Conditions of Contracts for the Provision of Services—2018
- Annex E: UN Supplier Code of Conduct.
- Annex F: Vendor Registration form

ITB KEY DATES:

ITB Issue Date	16 OCT 2026
Questions submission deadline	30 OCT 2026
Pre-bid conference date	03 NOV 2026
ITB Submission deadline	29 NOV 2026

Senior Supply Officer,

**UNHCR Regional Bureau for Eastern and Southern Africa (RBESA)
Nairobi, Kenya.**

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1 Overview

1.1 General Information

Title **RBESA - UNHCR ITB 3740**
 Synopsis **FOR THE ESTABLISHMENT OF FRAME AGREEMENT(S) FOR THE
 PROVISION OF ESA REGIONAL ROAD FREIGHT FORWARDING
 SERVICES**

Introduction

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 60 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Regional Bureau for Eastern and Southern Africa (RBESA), invites qualified suppliers to make a firm offer for the establishment of Frame Agreement(s) for the provision of road freight forwarding services.

UNHCR may award Frame Agreement(s) with initial duration of two (2) years, potentially extendable for a further 2 periods of 1 year each (2 + 1 + 1 years), for supplying its operations in the region. The successful bidders will be requested to adhere to the price model in line with the provisions/guidelines provided in the Terms of Reference and the financial offer form for the duration of the Frame Agreement(s).

The estimated annual requirement of UNHCR is specified in the terms of reference attached under the Requirements section

Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will require the totality of the above quantity. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Frame Agreement.

Other United Nations Agencies, Funds and Programmes shall be entitled to the same prices and terms as those contained in the offers of the successful bidders and could form the basis for a Frame Agreement with other UN Agencies.

IMPORTANT

When a Frame Agreement is awarded, either party can terminate the agreement only upon 30 days' notice, in writing to the other party. The initiation of conciliation or arbitral proceedings in accordance with article 18 "settlement of disputes" of the UNHCR General Conditions of Contracts for provision of Services shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

It is strongly recommended that this Invitation to Bid (ITB) document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

QUALITY CONTROL THROUGHOUT THE FRAME AGREEMENT:

UNHCR reserves the right, at any time during the validity of the Frame Agreement and any resulting Purchase Orders, to conduct announced or unannounced inspections, audits, verifications, and performance assessments of the Contractor's operations, vehicles, personnel, equipment, documentation, cargo handling processes, safety and security measures, and any other aspect of service delivery relevant to the services provided under the Agreement.

The Contractor shall provide full cooperation and access to vehicles, records, transport documentation, tracking information, proof of delivery records, licenses, permits, insurance certificates, and any other documents reasonably required to verify compliance with the contractual requirements.

UNHCR may carry out inspections directly or through an independent surveyor, monitoring agent, or other third party designated by UNHCR. Such inspections may be conducted at loading points, during transit, at border crossings, at delivery locations, or at any other location relevant to the execution of the services.

The costs associated with routine inspections, audits, and performance monitoring initiated by UNHCR shall be borne by UNHCR.

Where an inspection, audit, or investigation identifies non-compliance attributable to the Contractor, including but not limited to the use of non-compliant vehicles, failure to meet agreed service levels, avoidable delivery delays, inadequate cargo protection, loss or damage of cargo arising from the Contractor's actions or omissions, falsification of records, or any other breach of contractual obligations, UNHCR reserves the right to recover from the Contractor all reasonable costs incurred in conducting such inspection, audit, survey, or investigation, in addition to applying any other contractual remedies, deductions, penalties, or corrective measures available under the Frame Agreement and the applicable Purchase Order.

The findings of inspections, audits, and performance reviews may be considered in contractor

performance evaluations and in determining eligibility for future call-off orders, contract renewals, or other procurement opportunities with UNHCR.

Sub-Contracting: Please take careful note of **article 5** of the General Terms and Conditions attached under the "Requirements" Section.

Note: This document is not to be construed in any way as an offer to contract with your firm.

INTENTION TO BID:

Bidders intending to participate in this tender are requested to create a draft response to this ITB in the ERP system.

REQUEST FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this ITB directly in this ERP portal using the messaging functionality. **The deadline for receipt of questions is 23:59 hrs EAT on 30 October 2026.** Bidders are requested to keep all questions concise.

UNHCR will reply to the received questions as soon as possible using the messaging functionality in this ERP portal **an/or by attaching the list of Questions and Answers to this RFP in this ERP portal.**

IMPORTANT

Please note that bids are **NOT** to be sent using the messaging functionality. Bids sent using the messaging functionality will result in disqualification of the offer.

PRE-BID CONFERENCE

UNHCR will organize a supplier pre-bid conference **on 03 November 2026 at 11:00 hrs EAT via Microsoft Teams.** In order to participate in the pre-bid conference, bidders are required to express their interest by sending a message using the messaging functionality in this ERP system at least two working days in advance. A maximum of two representatives per company is allowed. Names and contact details of the company's representatives must be provided in the message.

Participation to the pre-bid conference is **strongly recommended given the complexity of the requirements.** However, after the supplier conference, a Questions & Answers document will be prepared, shared via the

messaging functionality and added to the list of attached documents in this ERP portal.

YOUR OFFER

Your offer shall be prepared in **English**.

Please submit your offer using the Annexes provided under the requirement section. Offers not conforming to the requested formats may not be taken into consideration.

IMPORTANT

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff will result in disqualification of the offer.

SUBMISSION OF BID:

Bids should be submitted directly in the ERP portal, and all attachments should be uploaded in PDF format. Excel versions of your 'Annex B-2 Financial Offer Schedule A and Schedule B' must be submitted in addition to the respective PDF attachments. Copies of other PDF format documents may, as an addition, be included in Excel or other formats etc.). The Technical and Financial offers shall be submitted in the specified sections. Failure to do so may result in disqualification.

The bid submission deadline is specified in the Overview section. Any bid received after this deadline or outside of the online ERP portal will be rejected.

It is your responsibility to verify that your offer has been submitted properly in the portal before the deadline. Please be aware that the system requirements employed by UNHCR limits the size of attachments to a maximum of 24 Mb in each required field, as specified in the Requirements Section.

UNHCR will not be responsible for locating or securing any information that is not identified in the proposal. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

IMPORTANT:

The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the test and has been accepted by UNHCR as meeting the technical specifications

BID ACCEPTANCE

UNHCR reserves the right to accept the whole or part of your bid, or allow split or partial awards.

UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for services.

UNHCR may at its discretion, extend the bid submission deadline and the notifications will be sent to all prospective bidders directly in the online portal. The extension of the deadline may accompany a modification of the requirements prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that UNHCR is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

UNHCR reserves the right, at any time during the tendering process and throughout the duration of any resulting contract, to verify whether a bidder or contractor is included on any applicable United Nations ineligibility or sanctions list, including but not limited to:

- The United Nations Security Council Consolidated List (CUNSCSL);
- The World Bank Listing of Ineligible Firms and Individuals;
- The World Bank List of Non-Responsible Vendors; and
- Any sanctions or suspension lists maintained by United Nations organizations.

UNHCR shall not enter into, nor continue, any contractual relationship with any entity that is identified as sanctioned or ineligible under any of the above-referenced lists at any stage of the procurement process or contract implementation. In the event that a contractor is, at any time, found to be sanctioned or listed as ineligible, UNHCR reserves the right, at its sole discretion, to suspend and/or terminate the contract for cause, without prejudice to any other rights or remedies available.

CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this ITB will be made in the currency of the winning offer(s). Payment will be made in accordance with the General Conditions for the Purchase of Services and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

This is a two stage negotiation and all responses will be evaluated in two stages.

1.2 Schedule

Preview Date
 Close Date **11/29/26 11:59 PM**
 Time Zone **Moscow Standard Time**

Open Date **10/16/26 11:33 AM**
 Award Date

1.3 Negotiation Controls

Response Visibility **Sealed**

Lines Settings

Rank Indicator **1,2,3...**
 Ranking Method **Price only**

1.4 Terms

Agreement Start Date
 Agreement Amount
 (USD)
 Payment Terms **HCR Net 30**
 Shipping Method
 Negotiation Currency **USD (US Dollar)**

Agreement End Date
 Minimum Release
 Amount (USD)
 Freight Terms **DELIVERED AT PLACE**
 FOB **None**
☐ **Buyer managed transportation**
 Price Precision **2**

**2 Requirements**

**Response is required*

Dear Supplier,

Please review carefully the requirements and questions in this section. Provide answers as required and upload supporting documents when requested so. Failure to send the above requested information may result in disqualification of your offer from further evaluation.

Technical evaluation:

This ITB uses a three-stage evaluation. Technical offers will first be assessed against the mandatory pre-qualification requirements in Section 2.1. Only bids meeting every mandatory requirement will proceed to the scored technical evaluation in Section 2.2. Bids that pass all mandatory requirements and obtain at least 60% of the available technical score will be considered technically compliant and proceed to financial evaluation. Criteria not stated in the solicitation shall not be introduced during evaluation. Clarification may be requested only in accordance with UNHCR procedures and shall not permit a bidder to materially alter its bid after closing.

Financial evaluation:

For each relevant destination lane under the ITB, the recommended Frame Agreement award shall be made to the qualified bidder(s) whose offer(s) passes all mandatory pre-qualification requirements, achieves the minimum technical score, and has the lowest evaluated cost, subject to the stated multiple-award strategy, due diligence, price reasonableness, availability of funds and the best interests of UNHCR. Subsequent call-offs under an awarded Frame Agreement shall follow the SBP methodology stated in Annex A – Terms of Reference, Annex B-1 – Financial Offer Guidance, and Annex B-2 – Financial Offer Form.

For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

UN Global Compact and other factors: UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labor and civil society to support ten principles in the areas of the human rights, labour, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

2.1 Section 1. Mandatory Requirements (Technical)

Section Maximum Score: 8

***1. Submit:**

- (i) certificate of incorporation/registration;
- (ii) valid tax-compliance certificate;
- (iii) current ownership record; and
- (iv) valid operator, road-freight, cross-border, and transit licenses/permits.

Names and registration numbers must be consistent across all documents, and no required document may be expired at

bid closing.

Maximum Score: 1

Hint: Once you click yes for Documents provided under acceptable value, the + (plus sign) will open to allow uploading response documents. You can add as many documents as per this requirement

Select one of the following:-

- ☐ a. Documents Provided(*Response attachments are required*)
☐ b. Documents not provided

Comments:

*2. Submit:

- (i) a company profile evidencing at least three completed years of regional road-freight operations;
- (ii) three comparable contracts, Purchase Orders or completion records for assignments completed or substantially performed within the last three years, each stating the client, scope, routes, dates and value or volume; and
- (iii) three current client references with name, email address and telephone number. At least two references must be independently verified as satisfactory.

Maximum Score: 1

Select one of the following:-

- ☐ a. Documents uploaded(*Response attachments are required*)
☐ b. Documents Missing

Comments:

*3. Submit:

- (i) an HSE and emergency-response plan with a 24/7 contact tree, named UNHCR-dedicated focal point and alternate, acknowledgement and escalation timelines, and weekend/public-holiday coverage;
- (ii) route-risk and incident-reporting procedures; and
- (iii) company policy and declaration statement on recovery timelines for accident, cargo loss, border closure, fuel shortage, civil unrest, security deterioration and alternative routing.

Maximum Score: 1

Select one of the following:-

- ☐ a. Documents Provided(*Response attachments are required*)
☐ b. Documents not Provided

Comments:

*4. Submit:

- (i) the company's practical procedures for tracking each truck's location and providing feedback to UNHCR on a 24/7 basis;
- (ii) procedures/templates for dispatch and delivery coordination, cargo securing, seals, quantity and condition checks, cross-loading, proof-of-delivery/GRN retrieval, customs updates, record retention and invoice reconciliation; and
- (iii) the names and contact details of an English-speaking focal point and alternate.

Maximum Score: 1

Select one of the following:-

- ☐ a. Documents Provided(*Response attachments are required*)
☐ b. Documents not provided

Comments:

- *5. Submit a company's statement guaranteeing UNHCR that the bidder shall ensure a sufficient insurance policy is always valid for each assigned truck. The statement must indicate that such insurance policies have binding confirmations for motor third-party and cargo-in-transit and a signed undertaking to maintain cover throughout the performance of the consequent Frame Agreement. Also include clarification on the claims procedure, naming the focal point and defining the maximum timelines for initial notification, investigation, evidence submission, insurer referral and status updates

Maximum Score: 1

Select one of the following:-

- ☐ a. Statement provided *(Response attachments are required)*
☐ b. Statement not provided

Comments:

- *6. Submit signed audited financial statements, including the auditor's opinion, for the last two financial years (2024–2025). Disclose any insolvency, administration, receivership, liquidation, material going-concern qualification, or equivalent proceeding, and provide evidence of sufficient working capital or access to credit to pre-finance operations pending payment under the resulting Frame Agreement.

Maximum Score: 1

Select one of the following:-

- ☐ a. Documents provided *(Response attachments are required)*
☐ b. Not provided

Comments:

- *7. Submit:

- (i) signed and stamped Annex D (UNHCR General Conditions of Contract) and
(ii) Signed and stamped Annex E (UN Supplier Code of Conduct), without reservation
(iii) Vendor registration Form Annex F

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex F - Vendor Registration	File	
Annex E - UN Supplier Code of	File	
Annex D - General Conditions o	File	

Hint: In case you accept the terms, please upload a signed copies.

Select one of the following:-

- ☐ a. Documents provided *(Response attachments are required)*
☐ b. Not provided

Comments:

- *8. Submit signed and stamped Annex A (Terms of Reference)

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex A - Terms of Reference (	File	

Hint: Download the attached Annex A - Terms of Reference and attach signed and stamped document if in acceptance.

Select one of the following:-

- ☐ a. Signed ToRs provided(*Response attachments are required*)
☐ b. Not provided

Comments:

2.2 Section 2. Technical Offer (Technical)

Section Maximum Score: 47

*1. The bidder shall provide details of its relevant experience and comparable assignments.

- 5 = More than 5 years
 3 = 5 years
 2 = 4 years
 1 = 3 years

Maximum Score: 5

Select one of the following:-

- ☐ a. Document provided(*Response attachments are required*)
☐ b. Document not provided

Comments:

*2. The bidder shall provide details of its relevant experience and comparable assignments.

- 5 = 4 or more UN/NGO/government clients in past 3 years with good ref.
 3 = 2-3 UN/NGO/government clients in past 3 years with good ref.
 2 = min 1 UN/NGO/government client in past 3 years with good ref.
 1 = low number of only private sector clients
 0 = no info

Maximum Score: 5

Select one of the following:-

- ☐ a. Documents provided(*Response attachments are required*)
☐ b. Documents not provided(*Response attachments are optional*)

Comments:

*3. Bidder's formal declaration of the number of trucks owned &/or controlled by the company:
 The bidder shall provide details about the capacity and coverage of the company.

- 5 = 40 trucks or more
 4 = 30-39 trucks
 3 = 20-29 trucks
 2 = 15-19 trucks
 1 = 10-14 trucks, and

DISQUALIFIED = under 10 trucks or no info provided

Maximum Score: 5

Select one of the following:-

- ☐ a. Documents provided(*Response attachments are required*)
☐ b. Documents not provided(*Response attachments are optional*)

Comments:

*4. The bidder shall provide details about the capacity and coverage of the company

5 = 15–18 countries

4 = 11–14 countries

3 = 6–10 countries

2 = 4–5 countries

1 = 1–3 countries

0 = No eligible country coverage evidenced

Maximum Score: 5

Select one of the following:-

- ☐ a. Details provided
☐ b. Details not provided(*Response attachments are optional*)

Comments:

*5. The bidder shall provide details of its working methodology & organization and indicate available core staff

4 = within first 48 hours after UNHCR loading instruction

3 = more than 48 - 72 hours after UNHCR loading instruction

2 = more than 72 - 96 hours after UNHCR loading instruction

1 = more than 96 - 120 hours after UNHCR loading instruction, and

0 = more than 120 - 144 hours after UNHCR loading instruction, and

DISQUALIFIED = more than 144 hours or no info provided

Maximum Score: 4

Select one of the following:-

- ☐ a. Mobilization period provided(*Response attachments are required*)
☐ b. Not provided(*Response attachments are optional*)

Comments:

*6. The bidder shall provide details of its working methodology & organization and indicate available core staff

5 = within first 24 hours after UNHCR loading instruction

4 = more than 24 - 36 hours after UNHCR loading instruction

3 = more than 36 - 42 hours after UNHCR loading instruction

2 = more than 42 - 48 hours after UNHCR loading instruction, and

1 = more than 48 - 72 hours after UNHCR loading instruction, and

DISQUALIFIED = more than 72 hours or no info provided

Maximum Score: 5

Select one of the following:-

- ☐ a. Emergency mobilization provided(*Response attachments are required*)
☐ b. Not provided(*Response attachments are optional*)

Comments:

*7. The bidder shall provide details of its working methodology & organization and indicate available core staff

3 = Clear shortage, loss and damage policy provided, including a claim-resolution timeline

2 = Clear shortage, loss and damage policy provided, without a claim-resolution timeline

1.5 = Comprehensive procedures provided, but no clear policy statement

1 = Brief description of shortage, loss and damage handling

0 = No information

Maximum Score: 3

Hint: Please share any supporting document, if available, using the attachments option

Select one of the following:-

☐ a. Document provided (Response attachments are required)

☐ b. Not provided (Response attachments are optional)

Comments:

*8. Included free detention period at loading, offloading, border/customs and other authorized waiting points, governed by TOR Section 6.1.

5 = 10 days or more free detention

4 = 6–9 days free detention

3 = 3–5 days free detention

2 = 1–2 days free detention

0 = No free detention offered or no information

Maximum Score: 5

Select one of the following:-

☐ a. Free detention period provided (Response attachments are required)

☐ b. Not provided (Response attachments are optional)

Comments:

*9. Additional free-cancellation commitment after vehicle dispatch, subject to the cancellation rule in Annex A – Terms of Reference, Section 5 (Commercial and Call-off Framework). The bidder shall submit, as part of its technical offer, a signed cancellation-term declaration stating the commitment offered. The declaration shall apply to all offered lots unless the bidder clearly identifies and states a lot-specific qualification. No lot-specific qualification may reduce or displace the Annex A baseline permitting cancellation without charge at any time before vehicle dispatch.

3 = No cancellation fee before vehicle dispatch and no cancellation fee after dispatch until the vehicle arrives at the instructed loading point

2 = No cancellation fee before vehicle dispatch and at least four (4) hours of free cancellation after dispatch

1.5 = No cancellation fee before vehicle dispatch and at least two (2) hours of free cancellation after dispatch

1 = No cancellation fee before vehicle dispatch and a stated free-cancellation period of less than two (2) hours after dispatch

0 = No additional free-cancellation commitment beyond the TOR baseline, or no information

Any scored commitment becomes contractually binding only if expressly incorporated into the resulting Frame Agreement; after dispatch, any cancellation charge remains subject to the applicable SBP or Purchase Order and the controls in TOR Section 5.

Maximum Score: 3

Select one of the following:-

- ☐ a. Commitment provided(*Response attachments are required*)
☐ b. Not provided(*Response attachments are optional*)

Comments:

- *10. The bidder shall provide all required details regarding the qualifications of their staff and their corporate social responsibilities.

2 = CV shows **5 years or more** of experience in logistics/transport
 1.5 = CV shows **3–4 years** of relevant experience
 1 = CV shows 2 years' relevant experience
 0 = No CV Provided

Maximum Score: 2

Select one of the following:-

- ☐ a. Details provided(*Response attachments are required*)
☐ b. Not provided(*Response attachments are optional*)

Comments:

- *11. The bidder shall provide all required details regarding the qualifications of their staff and their corporate social responsibilities.

3 = Company provides **at least 3 staff CVs** covering: transport coordination, dispatching, warehouse loading/offloading supervision, with **relevant experience**
 2 = 2 CVs provided with relevant experience
 1 = 1 CV provided with relevant experience
 0 = No CV provided or CV provided with no relevant experience

Maximum Score: 3

Select one of the following:-

- ☐ a. Details provided(*Response attachments are required*)
☐ b. Not provided(*Response attachments are optional*)

Comments:

- *12.

The bidder shall provide all required details regarding the qualifications of their staff and their corporate social responsibilities.

2 = Company provides evidence of: staff social insurance, compliance with country of company registration's labor law
 1.5 = Partial benefits are available
 1 = Minimum benefits are available
 0 = no info provided

Maximum Score: 2

Select one of the following:-

- ☐ a. Documents provided(*Response attachments are required*)
☐ b. Not provided(*Response attachments are optional*)

Comments:

2.3 Section 3. Financial Offer (Commercial)

Section Maximum Score: 1

*1. Financial Offer:

Your Financial Offer must contain an overall offer in a single currency, either in US Dollars, Euros or in the currency of your company's country

Important: Please carefully consider the pricing model applicable to this invitation tender

This solicitation applies a hybrid ceiling-price model under Incoterms® 2020 DAP. Bidders shall quote one-way USD ceiling rates by offered destination lane and applicable vehicle/load category: all five categories for Kenya and 20-foot/40-foot containers for other countries.

Schedule A shall state separately:

- (i) the Original Transport Ceiling Rate (OTCR), covering all supplier-controlled transport costs, including fuel, tracking, cargo securing, insurance, ordinary and foreseeable permits, tolls, ferries and statutory road charges; and
- (ii) supplier-controlled export, transit and import clearance-administration costs.

Their sum is the consolidated one-way Schedule A ceiling. Loading and offloading are excluded from the Financial Offer and Frame Agreement unless expressly requested as a special requirement in the applicable secondary bidding process (SBP).

Empty-return and backhaul charges are not payable. Detention is quoted separately as ceiling information and is payable only under TOR Section 6.1. Eligible third-party or statutory pass-through charges identified in Schedule B or the applicable SBP may be reimbursed only at verified actual cost, with prior written UNHCR approval, official supporting evidence and 0% mark-up; duplicate, informal, unlawful, supplier-controlled or supplier-caused costs are non-reimbursable.

Each movement will be competed through SBP among eligible Frame Agreement holders; quotations may be below, but shall not exceed, the applicable ceilings, and call-off award will be based on the lowest evaluated total cost meeting all mandatory requirements.

Fuel adjustment applies prospectively and symmetrically to the approved transport calculation base only: 55% fuel and 45% non-fuel, using official EPRA Nairobi diesel prices, a $\pm 5\%$ trigger, prior written UNHCR approval and a non-compounding calculation.

Clearance administration, detention, pass-through/statutory charges, exceptional charges and

actual-cost reimbursements are excluded from the fuel-adjustment base. Any non-fuel ceiling revision is neither automatic nor retroactive and requires substantiation, UNHCR approval and formal written amendment in accordance with the final harmonized TOR and Annex B provisions.

The Frame Agreement is non-exclusive and carries no guaranteed volume.

The Financial offer is to be submitted as per the Financial Offer Form (Annex B2) – SCHEDULE A and SCHEDULE B, in PDF and respective EXCEL formats. Bids that have a different price structure may not be accepted.

The following details shall be provided for each item:

Unit costs: The bidder shall quote the unit price DAP only based on Annex B-2 specified / named locations. Any quantity or other discounts (e.g. volume discounts) shall be clearly indicated.

UNHCR is exempt from all direct taxes and customs duties. With this regard, price has to be given without VAT.

The bid, including the Financial Offer, shall remain valid for at least one hundred and twenty (120) days from the ITB closing date, 29 November 2026

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex B-2 Financial Offer Form	File	
Annex B-2 Financial Offer Form	File	
Annex B-2 Financial Offer Form	File	
Annex B-1 Financial Offer Guid	File	

Hint: Find attached Annex B-1 - Financial Offer Guidance, Annex B - 2 - Financial Offer form (both PDF and Excel copies)

Select one of the following:-

- ☐ a. Financial Offer forms submitted(*Response attachments are required*)
☐ b. Financial Offer forms not submitted(*Response attachments are optional*)

Comments:



3 Lines

Instructions	Please note that the Estimated Total Amount must match the total amount indicated in the Financial Offer form in USD
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3.1 Line Information

Line	Estimated Quantity	Response Price	Line Amount	Response Minimum Release Amount
1-Road Transport				

3.2 Line Details

3.2.1 Line 1 Road Transport

Category Name	LOG Land / surface transport cargo	
Allow Alternate Lines	No	
Target Minimum Release Amount (USD)		Estimated Total Amount (USD)
Start Price (USD)		