

**DATE: 27th February 2020**

**INVITATION TO BID: No. ITB/HCR/AA/2021/010**

**FOR THE ESTABLISHMENT**  
**OF A TWO-YEAR LOCAL FRAME AGREEMENT FOR THE SUPPLY SLEEPING MATS FOR UNHCR**  
**OPERATIONS IN ETHIOPIA WITH A POSSIBILITY OF ONE YEAR EXTENSION**

**CLOSING DATE AND TIME: 29th March 2021, 23:59 HOURS ADDIS ABABA LOCAL TIME**

---

**INTRODUCTION TO UNHCR**

The Office of the United Nations High Commissioner for Refugees (UNHCR) 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 34 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>.

**1. REQUIREMENTS**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Country office in Addis Ababa, Ethiopia, invites qualified suppliers to make a firm offer for the establishment of a two year local Frame Agreement(s) with a possibility of one (1) year extension for the supply of an estimated quantity of **2,027,424 Pcs** for Synthetic Sleeping Mats (referred to hereinafter as goods) for UNHCR Operations in Ethiopia.

**IMPORTANT:**

Exact technical specifications of the items are detailed in Annex B of this document.

UNHCR may award Frame Agreement(s) with initial duration of two (2) years, potentially extendable for a further period of one (1) year upon satisfactory evaluation of performance, for supplying of synthetic sleeping mats to its operations in Ethiopia. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement.

The estimated requirement for two years with a possibility of one (1) year (2+1) is 1,013,712 pcs of Synthetic Sleeping mats.

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 purchase 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 90 days (3 months) 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 Goods 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 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 will carry random quality inspection checks to products or items selected by UNHCR or by an independent surveyor appointed by UNHCR from samples selected during production, upon departure, loading, unloading, arrival to destination or from any storage location. The cost of the quality control inspections and laboratory tests will be covered by UNHCR.

In cases of supplier's quality default, in addition to the good's PO penalty clauses, the inspection cost will be charged to the supplier.

Sub-Contracting: Please take careful note of article 4 of the attached General Terms and Conditions (Annex A).

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

**2. BIDDING INFORMATION:**

**2.1. ITB DOCUMENTS**

The following annexes form integral part of this Invitation to Bid:

Annex A:	UNHCR General Conditions of Contracts for the Provision of Goods – July 2018
Annex B:	Technical Specifications for the Synthetic Sleeping Mats
Annex C:	Financial Offer Form
Annex D:	Vendor Registration Form (Applicable to new vendors only)
Annex E:	UN Supplier Code of Conduct

**2.2 ACKNOWLEDGMENT**

We would appreciate your informing us of the receipt of this ITB by return e-mail to **ETHADSMS@unhcr.org** as to:

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid
- The source where you have acquired this tender document (e.g. E-Mail, Chamber of Commerce, UNGM website, printed media etc.)

**IMPORTANT:**

Failure to send the above requested information may result in disqualification of your offer from further evaluation.

**2.3 REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification in respect of this invitation to bid by e-mail to **ETHADSMS@unhcr.org** UNHCR Country Office in Addis Ababa, Ethiopia. **The deadline for receipt of queries is 14.00 Hours on 15<sup>th</sup> March 2021.**

**IMPORTANT:**

Please note that Bid Submissions are not to be sent to the e-mail address above.

UNHCR will compile the queries received and may at its discretion, copy any reply to a particular query to all other invited bidders at once.

**2.4 YOUR OFFER**

Your offer shall be prepared in English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not 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 other than the submission e-mail address will result in disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" section 2.6) of this ITB.

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

**2.4.1 Content of the TECHNICAL OFFER****IMPORTANT:**

No pricing information should be included in the Technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required.

The technical details of the products requested by UNHCR can be found in **Annex B**. Your technical offer should clearly state whether or not the goods you are offering are fully conforming to the product specifications given. Clearly state and disclose any discrepancies with the specifications given.

The Technical offer shall be based on a PASS / FAIL Criteria. The following details shall also be provided in the Technical Offer.

- **Financial and Delivery Capacity:** The bidder shall state the mobilization time ( from the receipt of the PO), ex-stock quantity and quantities available after one, two, three and four weeks of production lead time. Lead-time for importation in days, must be clearly stated. The bidder must provide documentary evidence of sound financial status in the form of updated bank statement with minimum transactions turnover of ETB 20,206,992 equivalent to USD 500,000.



- **Quality Certificate:** If available, the bidder shall submit a copy of internationally recognized quality certificate of the manufacturing company/or Authorized dealer together with a copy of quality certificate for the finished product(s) issued by the appropriate Ethiopian authorities such as the Ethiopian Bureau of standards.
- **Statutory Documents:** The company should provide a documented evidence of being duly licenced by the relevant Ethiopian authorities to engage in the relevant commercial activities in the country. The documents to be provided should include; a certificate of incorporation, VAT certificate & company profile.
- **Compliance with UNHCR specifications:** All specifications included in the technical bid for the Synthetic Sleeping Mats should be as per the established UNHCR specifications indicated in Annex B (technical specifications).
- **Bid Validity:** The bid submitted must remain valid for acceptance for atleast 120 days from the Invitation to Bid closing date and Bidders must indicate the validity in the technical proposal.
- **Incoterms:** The Bidder must confirm that the International Chamber of Commerce Incoterms 2010 shall apply for this ITB and for any resulting purchase orders(s).
- **Inspection:** Bidders are required to submit **One (1) at no cost** for Synthetic Sleeping Mats before 29 March 2021 to UNHCR Addisaba Office - Bole Kifele Ketema Addis Ababa , Ethiopia. These will be inspected through an appointed Inspection Company to validate the quality to be supplied. The inspection will be arranged by UNHCR. Please note that inspection charges resulting from the supplier's default will be charged directly to the supplier.
- **Experience:** The bidder should clearly indicate with supporting documents the past contracts involving similar items to the UN or corporate organizations or NGOs( minimum 2-3 years).
- **UNHCR General Conditions for Provision of Goods and UN Supplier Code of Conduct:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods and UN Supplier code of conduct by signing **Annex A and Annex E and submitting them with the technical offer.**

**IMPORTANT:**

**Pre-qualification of samples**

The companies will be required to submit 1 (one) non-returnable sample for Synthetic Sleeping Mats before the submission deadline. Failure to provide the requested sample of the product will result in disqualification of the offer.

**Vendor Registration Form:** If your company is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor Registration Form (**Annex D**).

**Alternative Products:** If you have an alternative product(s) that fulfill the same function or offer better performance in terms of quality, cost-effectiveness, environmental impact, etc., we would like to ask you to include them in your offer in addition to the offer for items specified in **Annex C**.

Please note, that if these alternative products are deemed as viable alternative to the existing product pending an evaluation from our technical experts, we will be issuing a separate tender notice for purposes of establishing agreements for those.

**IMPORTANT:**

If you have alternative product to offer, please clearly indicate the advantages over the standard items (**Annex C**). Do not send only an offer for the alternative product, i.e. these should be sent in addition to an offer for the standard items requested. Do not send any samples of the alternative product(s) at this stage.

#### **2.4.2 Content of the FINANCIAL OFFER**

Your **financial offer** must be prepared in a single currency preferably in Ethiopian Birr (ETB). If you opt for the latter and for evaluation purposes only, your proposal will be converted into US Dollars using the United Nations rate of exchange in effect on the submission closing date.

The prices offered should remain valid at least for 120 days.

The price must remain unchanged for the duration of the Frame Agreement (2+1 years)

The Financial offer is to be submitted as per the Financial Offer Form (Annex C). 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 inclusive of the delivery / transportation charges to the UNHCR Addis Ababa warehouse. 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 quoted has to be given without VAT.**

You are requested to hold your offer valid for 120 days from the deadline for submission. UNHCR will make its best effort to select a company within this period. The pricing model quoted in the Supplier's offer will remain valid for the duration of the Frame Agreement. UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

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.

#### **2.5 BID EVALUATION:**

##### **2.5.1 Supplier Registration:**

The qualified suppliers will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial standing,
- Core business,
- Track record,
- Contract capacity.

This will be followed later by performance evaluation as a supplier such as:

- Random / periodic testing of the supplier's products,
- Ability to respond quickly to Agency's needs,
- Timely delivery,
- Dependability of products and services.

## 2.5.2 Technical and Financial evaluation:

### 2.5.2 a. Technical Evaluation Requirements:

The following criteria will be used to evaluate all bids from pre-qualified suppliers

#### Preliminary/Mandatory Documentations:

All bidders who provide all mandatory documentation will proceed to further technical evaluation; failure to provide all the documentation will lead to disqualification.

S/No.	Mandatory Documentations	Pass/Fail
1.	Certificate of Incorporation	
2.	Tax Payer Registration Certificate	
3.	PIN/VAT Certificate	
4.	Company Profile	

All bids will be evaluated on the below stated technical criteria, it's a PASS/FAIL mandatory evaluation criteria for each technical requirement and failure in 1 criterion will result in disqualification.

S/No.	Technical Evaluation Criteria	Pass/Fail
1.	Compliance with UNHCR specifications to the technical requirement including the provided sample	
2.	Experience-( Documentary evidence of 2-3 Years Experience with UN, INGO or Similar potential companies)	
3.	Financial Capacity (Documentary evidence of last year Bank Statement with minimum transactions turnover of ETB 20,206,992 equivalent to USD 500,000)	
4.	Delivery Capacity ( Bidder shall state the lead-time from the receipt of purchase order)	
5.	Quality Certificate for manufacturing/ or Authorized dealer( both from local competent authorities or International quality inspection certificate providers)	
6.	Provision of Sample for Quality Inspection	

### 2.5.2 b. Financial Evaluation Requirements:

#### IMPORTANT:

The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has **PASSED** all the technical evaluation criteria and has been accepted by UNHCR as meeting the technical specifications.

For evaluation purposes only, the financial offers submitted in a currency other than Ethiopian Birr will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due. All the offers shall need to pass all the technical requirements to qualify for the next level of Financial Evaluation.

**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.

## 2.6 SUBMISSION OF BID:

The offers must bear your **official letter head**, clearly identifying your company.



Bids should be submitted:

**Either; By e-mail** and all attachments should be in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.).

**Bid must be sent by e-mail ONLY to: [ETHADSUP@unhcr.org](mailto:ETHADSUP@unhcr.org)**

**IMPORTANT:**

The Technical and Financial offers are to be submitted as separate documents (or in separate envelopes with clear marking on top of the envelopes of either **Technical Bid** or **Financial Bid**). Failure to do so may result into disqualification.

**OR; By Registered Mail to the attention of:**

**THE BID OPENING COMMITTEE  
ITB/HCR/AA/2021/010  
UNHCR COUNTRY OFFICE IN ETHIOPIA  
BOLE ROAD  
P.O BOX 1076  
ADDIS ABABA-ETHIOPIA**

Offers submitted by mail must be sealed in an outer and two inner envelopes as detailed below:

- The outer envelope should be marked and addressed as above,
- The first inside envelope will contain the Technical Bid and this will include all information included above in **2.5.2 a. The technical evaluation requirements**.
- The second inside envelope shall contain your financial offer and duly filled price in US Dollars. Please note that prices included in the Financial bid will have to clearly state whether the prices offered are Ex Works (EXW) or Delivered at Place (DAP) to UNHCR Addis Ababa warehouse.

**Submission Deadline: 29<sup>th</sup> March 2021, 23:59 HOURS (ADDIS ABABA LOCAL TIME)**

**IMPORTANT:**

Offers submitted without accompanied non-returnable samples of the proposed goods will not be considered.

Any bid received after the above date or sent to another UNHCR address will be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

It is your responsibility to verify that all e-mails have been received properly before the deadline. Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **20 Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in e-mail subject field:

- Bid number **ITB/HCR/AA/2021/010**
- Name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/3).

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. 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.

## **2.7 BID ACCEPTANCE:**

UNHCR reserves the right to accept the whole or part of your bid.

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 Goods.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents 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.

## **2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS**

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

## **2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS**

Please note that the General Conditions of Contracts (**Annex A**) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.

Yours sincerely,

  


Supply Management Services  
UNHCR Country Office in Ethiopia,  
Addis Ababa