



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 17 March 2011

INVITATION TO BID NO: 11/SMS/FASM/VEH/017

FOR THE SUPPLY AND DELIVERY OF

**MERCEDES BENZ 1017, 4X4 REFURBISHED TRUCKS INSTALLED WITH MOBILE
WORKSHOP FOR N'DJAMENA, CHAD**

CLOSING DATE AND TIME: 12 APRIL 2011 – 23:59HRS CET

1. GENERAL INFORMATION

The Office of the United Nations High Commissioner for Refugees (UNHCR), Global Service Center, Budapest, invites qualified suppliers and manufacturers to submit a firm offer for the supply and delivery of Mobile workshops installed on Mercedes Benz 1017, 4X4 refurbished trucks for its Office in N'djamena, Chad as listed below:

ITEM	DESCRIPTION/SPECIFICATIONS	QTY REQUIRED
1	<p>MERCEDES BENZ 1017, 4X4 REFURBISHED TRUCKS INSTALLED WITH MOBILE WORKSHOP</p> <p>a) Truck specifications: LHD, second hand, fully refurbished, suitable for tropical condition, equipped with new batteries, repainted. Service check with new engine oil, gear box oil, and differential oil. All filters new, V-belts, radiator hoses. Brake linings checked and if necessary replaced. Cleaning of cabin interior. Equipped with new on/off road tyres of well reputed brand. Anti-corrosion treatment, primer and top coat painting. Designed to be installed with the mobile workshop.</p> <p>Technical Data: Engine: Daimler Benz OM 352 A Diesel, direct injection, turbocharged, 6 cylinder in line</p> <p>Power 127 kw (172 HP) at 2800 rpm bore 5675 ccm Cooling water cooled</p> <p>Power transmission: All-wheel drive, front wheel drive to turn-off distributor differential-lock</p>	3 units

	<p>Gear transmission: 6 gear (ZF S 6-80) manually shifted fully synchromesh</p> <p>General data Platform truck Wheel base 3600 mm General measures 7190 x 2470 x 3330 mm Tyres 10 R 22,5 NEW Ground clearance 270 mm Turning circle 17,5 m Dead weight 6800 kg Maximum payload 5400 kg Maximum speed 81 km/h Fuel tank 135 ltr.</p> <p>Accessories for the truck: Fire extinguisher - Jack/tool set - First-aid-kit - Seat belts - Trailer coupling Towing hook front - Spare wheel - Parts catalogue and workshop manual</p> <p>b) For the details about the requested mobile workshop equipment/accessories, please refer to the attached excel table (ANNEX C).</p>	
	<p>Fast moving spares for the truck (oil & fuel filters, etc) for 100,000 kms to be included in the offer with a separate cost and clear breakdown of the parts being proposed.</p>	<p>3 packages</p>

Place of delivery: N'djamena, Chad.

2. BIDDING INFORMATION

a) BIDDING DOCUMENTS

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

- Annex A: Vendor Registration Form
- Annex B: UNHCR General Terms and Conditions for Purchase of Goods and Services (January 2010 version)
- Annex C: Workshop equipment/accessories

b) QUERIES

Bidders are required to submit all their **enquiries in respect of this invitation to bid by e-mail to NIYAZOV@unhcr.org**. The query closing date is **30 March 2011, 23:59**. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once shortly after the query deadline.

IMPORTANT: Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer (Supply Officer) will result in disqualification of the offer. Please send your offer directly to the address provided in the "SUBMISSION OF BIDS" section of this ITB.

c) **YOUR OFFER** – The following details are to be provided for each item with your offer.

1) **UNIT COSTS:**

- Unit price EXW (named place)
- Unit price FOB/FCA (named port)
- Unit price CPT N'djamena, Chad by sea and land.
- If no transportation is offered, the FCA delivery point, lead time have to be indicated.
- Place of manufacture, origin of item.
- Defects, liability and guarantee period.
- Detailed specifications. Should you specifications differ from that called for, a full technical description must be provided.

2) **PACKING AND TRANSPORT DETAILS:**

- Net and gross Weight in Kilos
- Gross volume in cubic meters

3) **DELIVERY CAPACITY:**

- Total lead time.

4) **CURRENCY:** Your proposal must be prepared in a single currency, either in US Dollars, in the currency of your home country or in the currency of your choice. 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 date submissions are due.

5) **LANGUAGE:** Bids shall be prepared in English

6) **INCOTERMS:** The International Chamber of Commerce Incoterms 2010 shall apply for this ITB and for any resulting purchase order(s).

7) **INSPECTION:** Inspection of goods will be applicable and will be advised at the time of purchase. The inspection will be arranged and paid for by UNHCR. Please note that inspection charges resulting from the supplier's default will be charged directly to the supplier.

8) **PLACE OF INSPECTION:** The Bidder shall state the place of inspection.

9) **COUNTRY OF ORIGIN OF THE SUPPLIER AND PLACE OF MANUFACTURE:** The bid shall state the country in which the supplier is registered, as well as the country and place of manufacture of the products. This information is needed for statistical purposes.

10) **WARRANTY:** The bid will include defects and liability period with terms of warranty. The warranty and guarantee period should be specified in your offer.

11) **CERTIFICATE:** If available, the bidder should submit a copy of internationally recognized quality certificate of the manufacturing company together with copy of quality certificate for the finished product.

12) **BID VALIDITY:** The bid submitted must remain valid for acceptance for at least 90 days from the Invitation to Bid closing date.

13) **TAX EXEMPTION:** Please note that UNHCR procure items duty & vat free, your offer must exclude taxes and/or VAT.

14) **VENDOR REGISTRATION:** The suppliers are requested to complete and submit with their offer the Vendor Registration Form (Annex A), together with the necessary supporting documentation. Vendor registration documents do not need to be provided if the vendor is already registered in the UNHCR database and received a valid Purchase Order in 2010-2011.

d) **BID EVALUATION**

d.1) Supplier Registration

The qualified suppliers will be added to the Vendor Register 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.

d.2) Financial and Technical evaluation

All bids will be evaluated based on:

- Compliance with the detailed specifications
- Unit cost EXW,
- Unit cost FOB/FCA,
- Unit cost CPT N'djamena, Chad
- Delivery capacity.

IMPORTANT: 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.

e) SUBMISSION OF BIDS

Bids can be submitted only in email to the following email address:

HQSMSBID@unhcr.org

REF: ITB NO.: **INVITATION TO BID NO: 11/SMS/FASM/VEH/017**

IMPORTANT: Bids that are otherwise addressed and/or copied or sent to other addresses or individuals will be marked invalid and not considered for evaluation. The maximum size of emails sent to above mailbox is 8MB.

All bids must be received latest by: 12 APRIL 2011 – 23:59 HRS CET.

LATE SUBMISSION OF BIDS: Bids received after the deadline for submission of bids and bids transmitted in any other manner than those indicated above will not be considered.

The offers must bear your official letter head, clearly identifying your company. Descriptive literature (catalogues, etc.) must be sent separately addressed to the attention of the responsible buyer as per the instructions contained in the publication "Doing Business with UNHCR" (available at www.unhcr.org/supply). Inclusion of copies of your offer (financial and technical) with the literature or samples will result in disqualification of the offer.

f) BID ACCEPTANCE

UNHCR reserves the right to accept the whole or part of your bid. The lowest tender does not need to be accepted by all means. Information provided by the bidder will constitute the basis for eventual award of purchase order.

UNHCR may, at its discretion, extend the deadline for the submission of proposals, 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.

g) 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 to the General Conditions for the Purchase of Goods and Services (January 2010 version) and in the currency in which the Purchase Order (PO) is issued.

h) UNHCR General Conditions for the Purchase of Goods and Services (January 2010 version):

Please note that these terms and conditions (**ANNEX B**) 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.

i) UN Global Compact and Other Considerations

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 human rights, labor, the environment, and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

Consequently we have included environmental factors in our pre-qualification criteria for approval of suppliers and even in our tendering and tender evaluation process. UNHCR's policy is to purchase products and services which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packaging, use and disposal of goods may form part of UNHCR's evaluation and selection criteria

Yours sincerely,



Murod Niyazov, Supply Officer
Frame Agreement and Sourcing Management,
Supply Infrastructure Support Section
UNHCR HQ Supply Management Service

Annex C

Mercedes Benz 1017, 4x4 refurbished trucks installed with mobile workshop

Description		Qty
Mercedes Benz 1017, 4x4 trucks installed with mobile workshop		3 Units
Mobile workshop equipment/accessories:		
No.	Description	
1	Work bench mounted with a Vice (Rotating on mounting, jaw open size 200mm, pipe holder below jaws, jaw clamps for delicate jobs), two wheel grinding machine (220V-50Hz, 3000W, Wheel diameter 150mm, 2500rpm, 2 grinding goggles), table mounted drilling machine (220V shunk size 3 - 16mm, 3 sets of drill bits 3-16mm) and drawers with 2 complete sets of mechanic's tools	
2	Welding machine (220V, 20 to 300 Amps. Internal cooling fan. A pair of 20 meters welding cables, welding apron, 4 welding gloves, welding shield with 10 extra glasses)	
3	Battery charger capable to charge 6 batteries (220V 50-60Hz, 12A, 30-180Ah)	
4	Grease pump (preferable pneumatically assisted)	
5	250Lits Air compressor (220V-50Hz, 0-10 Bar pressure)	
6	Fan for Mechanics on board	
7	2 Heavy duty mechanical jacks	
8	2pcs. 40 tons axle stands	
9	4 pcs. 5 tons axle stands	
10	2 rolls of 50 mts electric extension cables (4mmx3, with 3 pin plug and socket ends)	
11	1 roll of 20 mts air hose with 3/4 " snap on fittings for pneumatic wrench.	
12	1 roll of 20 mts air hose with 1/2 " snap on fittings with air guns for cleaning	
13	4 air guns for cleaning (with 1/2" snap on couplings suitable for item 12)	
14	2 air wrenches with 1/2" socket fittings	
15	1 air wrench with one inch socket fittings for removing tyres etc.	
16	2 inspection lamps, preferably plastic protected fluorescent tubes.	
17	Any other attachable/fittings (please specify)	
18	Diesel powered 220 volts 30 Amps generator to suit equipment on board (preferably HATZ or Deutz, air cooled)	