



UNHCR

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

DATE: 27th March 2021
INVITATION TO BID: ITB/HCR/AA/2021/005

FOR THE ESTABLISHMENT
OF A TWO-YEAR LOCAL FRAME AGREEMENT FOR SUPPLY AND DELIVERY OF FLEECE BLANKETS
WITH A POSSIBILITY OF ONE YEAR EXTENSION TO UNHCR OPERATION IN ETHIOPIA

CLOSING DATE AND TIME: 26th April 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), Representation Office in Ethiopia, invites qualified suppliers to make a firm offer for the establishment of a Frame Agreement(s) for the supply and delivery of fleece blankets (referred to hereinafter as goods).

UNHCR may award Frame Agreement(s) with initial duration of 2 (two) years, potentially extendable for a further period of 1 (one) year, for supplying and delivering fleece blankets to its operations in Ethiopia. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s) that is 2+1 years.

The estimated requirement for fleece blankets is **3,041,136 pieces**.

Please note that the above 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 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 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 fleece blankets |
| 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 ITB by e-mail to ETHADSMS@unhcr.org UNHCR Country Office in Ethiopia, Addis Ababa. **The deadline for receipt of queries is 23:59 HOURS on 10th April 2021.**

IMPORTANT:

Please note that Technical and Financial bids are not to be submitted 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 interested 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 following details shall also be provided in the Technical Offer.

A. Preliminary Evaluation (Administrative Requirements):

- **Statutory Documents (Mandatory):** The company should provide a documented evidence of being duly licenced by the Ethiopian authorities (for Ethiopian companies) or relevant authorities in other countries where the company is based (for International companies) to engage in the relevant commercial activities in the country. The documents to be provided should include; **a certificate of incorporation / registration certificate; vat certificate & company profile of atleast ten pages.**
- **UNHCR General Conditions for Provision of Goods:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods by signing **Annex A and submitting it with the technical offer**
- **UN Supplier Code of Conduct:** Your technical offer should contain your acknowledgement of the UN Supplier code of conduct by signing **Annex E and submitting it with the technical offer.**

S/No.	Mandatory Statutory Documents	Pass / Fail
1.	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 / registration certificate; vat certificate & company profile of atleast ten pages.	

Note: All bidders who don't provide all mandatory statutory requirements (above) will not proceed for further technical evaluation and will be disqualified.

Additional documents Required:

S/No.	Additional Documents to be submitted	Yes / No
1.	Signed UNHCR General Conditions for Provision of Services:	
2.	Signed UN Supplier Code of Conduct:	

B. Technical Evaluation Criteria:

- **Provision of one sample of fleece blankets with the technical specifications included in Annex B.**
Submitted sample will be tested by the an authorised inspection company.

Note: The sample will be submitted to the **following address:**

UNHCR Country Office in Ethiopia
Bole Road, Wereda 03 House No.1255
Attn: Supply Unit
P.O Box 1076
Addis Ababa, Ethiopia

- **Delivery capacity:** The bidder shall state the mobilization time, 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.
- **Incoterms:** The International Chamber of Commerce Incoterms 2010 - Delivery at place (DAP), Kality warehouse located in Addis Ababa shall apply for this ITB and for any resulting purchase order(s). Bidders should confirm that they will be able to deliver the goods ordered for to Kality warehouse.
- **Experience:** The bidder should clearly indicate with supporting documents the past contracts or recommendation letters involving supply of similar items from at least three companies / organizations.
- **Quality certificate:** If available, the bidder shall submit a copy of internationally recognized quality certificate of the manufacturing company (International suppliers) or a copy of quality certificate for the finished product(s) issued by the appropriate Ethiopian authorities such as the Ethiopian Bureau of standards (for local supplier).

NOTE - 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**).

2.4.2 Content of the FINANCIAL OFFER

Your **financial offer** must be prepared in the Ethiopian Birr (ETB) currency for Local suppliers and US dollars (USD) for International offers. If you opt to submit your financial offer in US Dollars, please note that it will be converted to the Ethiopian Birr (ETB) currency using the United Nations rate of exchange in effect on the submission closing date to enable the evaluation process.

The financial offer(s) should remain valid at least for 120 days from the deadline for submission. UNHCR will make its best effort to select a company within this period. UNHCR's standard payment terms are within 30 days after delivery of goods and receipt of relevant documents.

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 Kality warehouse located in Addis Ababa. Any quantity or other discounts (e.g. volume discounts) should be clearly indicated.

Note: Goods will be delivered to the following address:

UNHCR/AHADA warehouse, Akaki, Kality, Addis Ababa, Ethiopia
Behind Dan Technocraft, next to Police station
GPS coordinates: 8°55'11.9"N 38°46'03.5"E

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

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 (conducting of due diligence) 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:

- Ability to respond quickly to Agency's needs,
- Timely delivery,
- Quality or dependability of products ordered for.

2.5.2 Technical evaluation:

All technical bids received from interested suppliers will be evaluated using a Pass / Fail criterion of the following components:

- 1. Compliance to UNHCR specification and requirements as per Annex B.**
- 2. Delivery capacity**
- 3. Incoterms**
- 4. Experience**
- 5. Quality Certificate**

2.5.3 Financial evaluation:

All financial bids will be evaluated against the following:

- Unit cost (DAP) Addis Ababa warehouse in Ethiopia and Currency
- Bid Validity

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

2.6 SUBMISSION OF BIDS:

The offer must bear your official letter head, clearly identifying your company name and the ITB reference number: **ITB/HCR/AA/2021/005**. **Bids must be submitted by e-mail addressed ONLY to ETHADSUP@unhcr.org in PDF format and detailed as below:**

- i) In PDF Format, with a subject title reading: **ITB/HCR/AA/2021/005**
- ii) Attachment(s) including the completed, signed and stamped **Technical Offer**
- iii) Attachment(s) including the completed, signed and stamped **Financial Offer Form**

It is your responsibility to verify that all e-mails have been received properly before the deadline. Please note that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **25Mb** so it may be necessary to send more than one e-mail for the whole submission. Please indicate in the e-mail subject:

- i) ITB/HCR/AA/2021/005
- ii) Name of your firm with the title of the attachment
- iii) Number of e-mails that are sent (for example: 1/3, 2/3, 3/3).

IMPORTANT: Bids that are otherwise submitted, addressed and/or copied or sent to other addresses or individuals will be marked invalid and not considered for evaluation. **Incomplete bids that do not comply with our Invitation to Bid – ITB/HCR/AA/2021/005 will not be considered.**

The proposal must be received by UNHCR at the above email address on or/before 26th April 2021 at 23:59 hrs Ethiopian local time. UNHCR may at its discretion, extend the deadline for the submission of bids by notifying all prospective bidders simultaneously.

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

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that enough 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 for Local Suppliers and US Dollars for International Offers. 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 delivery 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