



UNHCR

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

DATE: 19.05.2021

INVITATION TO BID: No. ITB/ARM/2021-01

ONE TIME PROCUREMENT FOR THE SUPPLY AND DELIVERY OF HYGIENE KITS

CLOSING DATE AND TIME: 09/06/2021 – 13:00 HRS Armenia

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 seven decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 11,500 people in more than 128 countries continues to help about 68.5 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 in Armenia (referred to hereinafter as UNHCR), invites qualified suppliers to make a firm offer for the Supply and delivery of hygiene Kits as specified in **Annex – A Technical Specification**.

IMPORTANT:

Exact technical specifications of the items are detailed in **Annex-A** of this document.

The successful bidders will be requested to maintain their quoted price for the duration of the Contract.

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 indicated quantity. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Order.

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 Contract with other UN Agencies.

IMPORTANT:

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 (Annex-E) shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

IMPORTANT:

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.

Sub-Contracting: Please take careful note of the article 4 of the attached Contracts for the Provision of Goods (**Annex E**).

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:	Technical Specifications
Annex B:	Technical Offer Form
Annex C:	Financial Offer Form
Annex D:	Vendor Registration Form
Annex E:	UNHCR General Conditions of Contracts for the Provision of Goods -2018
Annex F:	UN Supplier Code of Conduct
Annex G:	Technical Evaluation Checklist

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to armyesup@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. UN website, UNGM website etc.)

IMPORTANT:

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

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to attention to the Supply Officer, Ganga Rathnayaka at armyesup@unhcr.org

The deadline for receipt of questions is 13:59 hrs Local Armenian on 28/05/2021.

IMPORTANT:

Please note that Bid Submissions are **not** to be sent to the e-mail addresses above. Failure to comply with this provision may result in disqualification.

UNHCR will reply to the questions received as soon as possible by means of publication on its by email to all invited bidders.

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:

Please send your bid directly and only 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 in two separate sealed envelopes clearly mentioning on one of them "Technical Offer", and on the second - "Financial Offer":

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 goods requested by UNHCR can be found in **Annex A** and Technical offer form should be submitted as per **Annex B**.

The following details shall also be provided in the Technical Offer.

- **Company profile: with a copy of legally registered with government of Armenia**
- **Past experience:** The bidder must provide evidence of successful completion of at least 2 similar projects within the last three years. For the projects, references (as in proof of proper and timely delivery of units) must be submitted either in the form of reference letter or certificate of completion/act of acceptance.
- **Country of Origin of the Bidder:**
The technical offer shall state the country in which the bidder is registered. At your technical offer you should declare that the offered items are fully in line with **Annex- A** Technical specification
- **Delivery lead time:** Please state the total lead time needed from the date of award (not to exceed 21 days)
- **Warranty:** The bidders shall include defects and liability with terms of warranty for the packages and for the goods mentioned in **Annex -A**. Within the period of four weeks upon the final delivery to the designated UNHCR warehouse and acceptance of the goods, UNHCR may request the Supplier to replace the defected items with the new items in case if any defected items will be identified.

The below administrative documentation should be also included in the Technical offer and will be assessed by the **Bid Opening Committee** in order for the offer to be complete:

a. Vendor Registration form

If your company is not already registered with UNHCR, you should complete, sign, and submit with your technical offer the Vendor Registration form **Annex D**

b. UNHCR General Conditions for Provision of Good - 2018

Your technical offer should contain your acknowledgment of the UNHCR General Conditions for the Provision of Goods by signing and stamping **Annex E**

c. UN Supplier Code of Conduct

Your technical offer should contain your acknowledgement of the UN Supplier Code of Conduct by signing **Annex F**

Please note that submitting an offer is deemed as acceptance of UNHCR's General Conditions for Provisions Goods.

IMPORTANT:

Upon request of the UNHCR the companies should send one (1) reference sample of Package (both for men, women and babies as described in the **Annex A**) of the product(s) that they offer in their Technical Proposal to the following address:

**UNHCR Representative Office Armenia
UN HOUSE**

14 Petros Adamyan Street, 0010 Yerevan, Armenia

Failure to provide the requested sample will result in disqualification of the offer. Submission of sample is mandatory.

2.4.2 Content of the FINANCIAL OFFER

Your separate Financial offer must contain an overall offer in a single **currency of Armenian Dram AMD**

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 DAP: For delivery to the UNHCR designated partner warehouse within Yerevan, Republic of Armenia

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

You are requested to hold **your offer valid for 60** calendar 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 Contract. **UNHCR's standard payment terms are within 30 calendar 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:

Each proposal will be considered separately and independently. Bidders shall submit a complete proposal in order to participate and use all forms and checklists provided. References to previous or on-going proposals will not be considered. Award of a previous contract with UNHCR will not be considered

in itself as a preference or guarantee for the award of future solicitations on the same subject. Contract(s) will be awarded to the vendor(s) proposed a technically compliant and the lowest prices offer.

2.5.2 Supplier Registration:

The qualified supplier(s) will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents.

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**) with all following supporting documents:

- Tax Registration:
- Status of the company:
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside of the country.

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.
- Lead time for delivery

2.5.3 Technical evaluation:

The technical component of the submission will be evaluated using the criteria **PASS OR FAIL** by using the exact same structure as outlined in paragraph 2.4.1, and based on the requirements from **Annex A**.

2.5.4 Financial evaluation:

The financial component will be analyzed only for those suppliers that pass the technical evaluation.

All bids from pre-qualified suppliers will be evaluated based on:

Unit costs DAP: For delivery to the UNHCR designated partner warehouse within Yerevan, Republic of Armenia

2.6 SUBMISSION OF BID:

Bid must be submitted at the tender box at UNHCR Reception as per the below address:

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

- Bids should be submitted as detailed below:
Bid should be delivered by hand to **UNHCR Representative Office Armenia (14 Petros Adamyan Street, 0010 Yerevan, Armenia)** and deposited at the tender box available at UNHCR Security office. The bidders shall sign off the bids submission form after depositing of the bid documents.

Technical and financial offer shall be clearly separated.

- By Registered Address to the attention of:

**The Secretary of the Bid Opening Committee
UNHCR Representative Office Armenia
UN HOUSE
Petros Adamyan str. 14, 0010, Yerevan**

Deadline: 13:00 Hours on 09 June 2021 (Armenian Local Time)

IMPORTANT:

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

IMPORTANT:

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

2.7 BID ACCEPTANCE:

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

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

Successful bidder's samples will be subject to a quality control inspection performed by UNHCR or UNHCR designated partner. Any Purchase Order (PO) issued as a result of this ITB will be made in **Armenian Dram AMD**. Payment in accordance to the General Conditions for the Purchase of Goods in the **Armenian Dram AMD** in which the PO is issued. Payments shall only be initiated after confirmation of satisfactory receipt of all the goods envisaged under this Contract by UNHCR business owner.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS

Please note that the UNHCR General Conditions of Contracts for the Provision of Goods (**Annex E**) 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.

2.10 ZERO TOLERANCE POLICY

Please note that UNHCR strictly follows zero tolerance policy and as such advise suppliers not to offer any gift, favor, hospitality, etc. to UNHCR staff.

2.11 THE UN GLOBAL COMPACT

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. UNHCR encourage bidders to sign up to this initiative at: <https://www.unglobalcompact.org/>



Ganga Rathnayaka,
Supply Officer
UNHCR Representation in Armenia