



# UNHCR

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

**DATE: 08 June 2021**

**INVITATION TO BID: No. ITB/THA/2021/001**

**FOR THE SUPPLY OF CLOTH MASKS**

**CLOSING DATE AND TIME: 21 June 2021 – 23:59 hrs Thailand Time**

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## **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 seven decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 17,000 people in more than 135 countries continues to help about 26 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 Thailand, invites qualified suppliers to make a firm offer for the supply of CLOTH MASKS with details and specification **Annex A**.

### **IMPORTANT:**

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

### **IMPORTANT:**

ONLY COMPANIES BASED IN AND LEGALLY REGISTERED IN THAILAND ARE REQUIRED TO APPLY.

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.

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: Financial Offer Form

- Annex C: Vendor Registration Form  
Annex D: UNHCR General Conditions of Contracts for the Provision of Goods – 2018  
Annex E: e Tender Box Registration Guide  
Annex F: e Tender Box Supplier User Manual

## **2.2 ACKNOWLEDGMENT**

We would appreciate your informing us of the receipt of this ITB by return e-mail [wuthimon@unhcr.org](mailto:wuthimon@unhcr.org) and [DIALALP@unhcr.org](mailto:DIALALP@unhcr.org) as to:

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid

### **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 [wuthimon@unhcr.org](mailto:wuthimon@unhcr.org) and [DIALALP@unhcr.org](mailto:DIALALP@unhcr.org). **Deadline for receipt of questions is 23:59 hrs. Thailand Time on 16 June 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 website or by email to all invited bidders.

## **2.4 YOUR OFFER**

Your offer shall be prepared in English or Thai.

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 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:

- 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 A**.

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 following details shall also be provided in the Technical Offer.

**1. Description of the company and the company's qualifications**

A description of your company with the following documents:

- Company profile,
- Latest Business Registration Certificate
- Tax Certification

**2. Product Specification and conditions:**

- Sample of product by size. The location for delivery of the samples will be communicated directly to suppliers who will confirm intention to bid via email indicated in ITB and/or submit the bid through the e-tender portal
- Details of product specification
- Confirmation letter that the goods you are offering meet technical specification stated in **Annex A**.

**3. 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 C**).

**4. UNHCR General Conditions for Provision of Goods and Services:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods and Services by signing **Annex D**.

**Please note that submitting an offer is deemed as acceptance of UNHCR's General Conditions for Provision of Goods and Services.**

**2.4.2 Content of the FINANCIAL OFFER**

Your separate **Financial offer** must contain an overall offer in a single currency, Thai Baht.

The Financial offer is to be submitted as per the Financial Offer Form (**Annex B**). Bids that have a different price structure may not be accepted.

The following details shall be provided for each item:

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

You are requested to hold your offer valid for **180** 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.
- Lead time for delivery

## 2.5.2 Technical evaluation:

The technical component of the submission will be evaluated using the criteria **PASS or FAIL based on the requirements as per below table:**

| CRITERIA   | PASS | FAIL |
|--|------|------|
| 1. Material: Cotton/Polyester, hypoallergenic Fabric that does not irritate the skin and allows for breathing without restriction; Water repellent |      |      |
| 2. Shape: 3D, Nose to Chin protection. It should fit snugly but comfortably against the side of the face   |      |      |
| 3. Number of Layers: minimum 2 layers  |      |      |
| 4. Ties: Soft touch elastic behind the ears  |      |      |
| 5. Colour: Black   |      |      |

## 2.5.3 Financial evaluation:

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

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.

## 2.6 SUBMISSION OF BID:

Bids should be submitted by file upload to eTenderBox Portal, the online bid registration tool of UNHCR. The eTenderBox can be accessed via the following URL:

<http://etenderbox.unhcr.org>

The Technical and Financial offers are clearly separated by uploading them to the appropriate category in the system. Failure to do so may result in disqualification.

Allowed extensions for files to upload are .doc, .docx, .xls, .xlsx, .rtf, .png, .jpg, .jpeg, .pdf, .txt, .zip, .ppt, .pptx, .bmp, .rar, .gif, .tif and .tiff. Executable files (.exe, .bat, .cmd...etc.) should not be uploaded. These extensions are filtered and cannot be uploaded. The maximum size limit per file is 10MB.

Uploaded files can be amended by the Supplier while the tender is open. The selected files for upload are submitted when the 'Save & Submit' button is clicked on. Therefore, this button must be clicked before the deadline expires. If done so, the selected files will be submitted and uploaded successfully even if the deadline expires during the file upload. It is the Supplier's responsibility to ensure that all files of the final offer are submitted by the tender expiration deadline.

Once the deadline for submission is expired, the bid will be automatically closed after which the uploaded files can be reviewed but options for additional upload and deletion of previously uploaded files are not available anymore. In order to ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline

**IMPORTANT:**

The technical offer and financial offer shall be clearly submitted to eTenderBox in separate documents by uploading them to the appropriate category in the system. Failure to do so may result in disqualification.

Please find attached eTenderBox supplier User Manual and follow the instructions for the submission of bid.

**Deadline: 21 June 2021, 23:59 hrs. Thailand 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 prospective bidders simultaneously.

It is your responsibility to verify that the offers have been submitted to eTenderbox properly before the deadline.

Please indicate in your bidding document:

- Name of your firm with the title of the attachment. For example: ITB/THA/2021/001 Company ABC

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.

**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.

## **2.7 BID ACCEPTANCE:**

UNHCR reserves the right to accept the whole or part of your bid, or to 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 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 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 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 AND SERVICES**

Please note that the General Conditions of Contracts (**Annex D**) 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.

Signature Alpha Diallo  
Name: Alpha Amadou Diallo  
Title: Admin/Finance Officer  
UNHCR Representation in Thailand  
Date: 8 June 2021