



# UNHCR

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

**DATE: 3<sup>rd</sup> June 2021**  
**INVITATION TO BID: ITB/HCR/AA/2021/011**

**RE-TENDER**

**FOR SUPPLY AND DELIVERY OF DRIVERS UNIFORM TO UNHCR OPERATION IN ETHIOPIA**  
**CLOSING DATE AND TIME: 30 JUNE 2021 - 23:59 HOURS (ETHIOPIA ADDIS ABABA LOCAL 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 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 Supply and Delivery of Driver's Uniform (referred to hereinafter as goods).

### **IMPORTANT:**

Specifications of Driver's Uniform required are detailed in Annex B of this document.

The estimated requirement for Driver's Uniform has been specified in Annex C (Financial Proposal Form).

### **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 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**

UNHCR will carry quality inspection checks on all the selected by UNHCR or by an independent surveyor appointed by UNHCR. 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 UNHCR General Conditions of Contracts for provision of Goods (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 -2018
Annex B:	Specifications of Driver's Uniform
Annex C:	Financial Offer Form
Annex D:	Vendor Registration Form (Applicable to new vendors only)
Annex E:	UN Supplier Code of Conduct
Annex D:	UNHCR E-Tendering Manual for the Suppliers

### **2.2 ACKNOWLEDGMENT**

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

### **REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to **[ETHADSMS@unhcr.org](mailto:ETHADSMS@unhcr.org)** UNHCR Country Office in Ethiopia, Addis Ababa. **The deadline for receipt of queries are on 25<sup>th</sup> June 2021 - 17:00 HOURS Ethiopian time.**

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:

- Specification
- 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 following details shall also be provided in the Technical Offer.

- **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 / registration certificate; vat certificate & company profile of at least ten pages including printed brochures and product catalogues relevant to the goods procured.
- **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.
- **Delivery Terms:** The bidder shall state the leadtime in days required to deliver the goods ordered for. Lead-time for importation of goods in days, must be clearly stated where applicable.
- **Bid Validity:** The bid submitted must remain valid for acceptance for at least 120 days from the Invitation to Bid closing date and Bidders must indicate the validity in the technical proposal.
- **Experience:** The bidder should clearly indicate with supporting documents the past contracts or recommendation letters involving supply similar items from at least three companies / organizations.
- **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.**

**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. If you opt to submit your financial offer in United States Dollar (USD), 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 and contract preparation. Please note the currency of award will be in the local currency (ETB)

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

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 and Financial evaluation:**

The technical evaluation will be in two stages.

- (a) Mandatory/Pre-evaluation/Prequalification Criteria (Statutory documents)
- (b) Technical evaluation

The Pre-evaluation criteria will involve certifying that the statutory documents have been provided. Failure to provide the statutory documents will disqualify the bid from further technical evaluation. All the Qualified bids will be subjected for further technical evaluation

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

- **Core business**
- **Lead time delivery ( Mandatory)**
- **Specification conformity to UNHCR requirements ( Mandatory)**
- **Financial standing-Bank statement for the last six months(July to December-2020) or the latest Audit Report ( Mandatory)**
- **Incoterms ( Mandatory)**
- **Delivery Terms ( Mandatory)**
- **Production capacity ( Mandatory )**
- **Bid Validity ( Mandatory)**

- **Experience (contracts, work orders, reference letters) (Mandatory)**
- **Submission of signed UNHCR General Conditions for Provision of Goods**
- **Submission of signed UN Supplier Code of Conduct**

**Note:** For an offer to be considered technically compliant and therefore recommended for further financial evaluation, the supplier's offer to proceed to the financial evaluation level must pass all the mandatory criteria of evaluation as per 2.5.2.

**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/2021/011**. **Bids must be submitted to the following link**

<https://etenderbox.unhcr.org/> in PDF format and detailed as below:

- i) In PDF Format, with a subject title reading: **ITB/HCR/AA/2021/011**
- 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/2021/011
- 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: Guidance on how to access/register and use UNHCR e-Tendering platform is attached to this tender document as Annex D.**

**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/2021/011 will not be considered.*

**The bid must be received by UNHCR at the above email address on or before 30<sup>th</sup> June 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**

Your **financial offer** must be prepared in the Ethiopian Birr (ETB) currency for local Supplier and International Suppliers. 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 UNHCR General Conditions of Contracts for the Provision of Goods -2018 (**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,

UNHCR Addis Ababa -Supply Section

UNHCR Country Office in Addis Ababa  
Ethiopia