



UNHCR

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

DATE: 18/06/2021

INVITATION TO BID: No. ITB/HCR/ABJ/01/2021

**FOR THE SUPPLY & DELIVERY OF LENOVO T14S G1 (INTEL PROCESSOR) AND
REGISTRATION MATERIAL**

CLOSING DATE AND TIME: [02/07/2021] – 23:59 hrs

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees was established on 14 December 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and internally displaced people (IDPs) and resolve their problems worldwide. Its primary purpose is to safeguard the rights and wellbeing of refugees and IDPs. It also has a mandate to help stateless people.

In almost seven decades, the agency has helped tens of millions of people restart their lives. Today, with more than 17,300 women and men working in 135 countries, we work tirelessly to make a difference in the lives of 79.5 million forcibly displaced people and stateless individuals worldwide. 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 Representation of the United Nations High Commissioner for Refugees in Nigeria- invites pre-qualified and qualified vendors specialized in the area of supply of ICT equipment's and items to make a firm offer for **the supply and delivery of Lenovo T14s G1 with (Intel Processor), Printer all-in-one, HP, M428fdw, FARGO HDP5000 Printer, FARGO Cleaning Kit HDP5000** referred to hereinafter as goods.

IMPORTANT:

Exact technical specifications of the item are detailed in Annex A of this document. UNHCR may award Frame Agreement(s), with initial duration of 2 (two) years, potentially extendable for a further period of 1 (one) year. The successful bidders will be requested to maintain their quoted price model for the duration of agreement.

Please note that figures have been stated in order to enable pre-qualified vendors to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase the above quantity. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders

IMPORTANT:

The initiation of conciliation or arbitral proceedings in accordance with **article 19** "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 a termination clause.

It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures outlined therein may result in disqualification from the evaluation process.

NOTE: To continuing doing business with UNHCR as a supplier your company status must not be inactive in the cooperate affairs commission of Nigeria. In line with UNHCR procurement policy before we engaged any supplier, your company CAC status must be active in the cooperate affairs commission of Nigeria. Verify your company details by searching via this link <https://search.cac.gov.ng/list>

QUALITY CONTROL:

UNHCR will carry random quality inspections, including specific selected criteria for laboratory test to products or items selected by UNHCR or by an independent survey or 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 and laboratory tests will be covered by UNHCR.

Sub-Contracting: Please take careful note of article 4 of the attached General Terms and Conditions (Annex D).

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 and Services – 2018
- Annex E: Supplier Code of Conduct
- Annex F: UNGM Registration process
- Annex G: Notes on Avoiding Bid Rejection

2.2 ACKNOWLEDGMENT

We would appreciate you informing us of the receipt of this ITB by return e-mail to camaraa@unhcr.org, jibunoh@unhcr.org, wilsony@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

Pre-qualified vendors are required to submit any request for clarification in respect of this ITB by e-mail to Senior Supply Officer at camaraa@unhcr.org copying Snr Supply Assistant jibunoh@unhcr.org Supply Associate wilsony@unhcr.org Asst. ICT Officer abe@unhcr.org

The deadline for receipt of questions is 30/06/2020, 23:59 hrs.

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 an e-mail addressed to all the pre-qualified vendors concerned.

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 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 below and in **Annex A**. Your technical offer should clearly state whether 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 be provided in the Technical Offer which will be evaluated and awarded a **pass or fail**. You need to score a pass in all the requirement before your offer will be consider for the financial evaluation.

- **Mandatory Administrative Requirement:** Company registration documents, certificates of incorporation CAC), Tax clearances certificate for any of the past 3 three years FIRS from 2018, 2019, 2020. Note that failure to provide these two documents means your offer will be automatically disqualified pass/fail
- The bidder shall provide the **company Profile**, year founded (Minimum (3) three years from submission deadline
- **Bank Account Statement:** for a period of 2018-2021 (3) years to confirm financial capacity of the company. pass/fail
- **Incoterms:** the international chamber of commerce incoterms 2010 (DAP) shall apply for this ITB and for any resulting purchase order(s)
- **Point of delivery**, 100 unit of the Laptops are to be delivered in Maiduguri UNHCR office, while the other 30 laptops will be delivered to UNHCR Abuja office
- **Delivery period:** please specify number of days you can deliver upon confirmation of order by UNHCR, i.e. lead time delivery pass/fail; Failing to meet the propose date the contract/PO will be terminated/canceled.
- **Similar work list of the last (1-3) three years:** the bidders will provide a list of similar works done in the last one-three years, Reference letters, Pos etc.: to confirm previous experience in the procurement & supply of ICT items and equipment. it will be a simple list containing information about the procurement/supply/delivery work done brief description of work,

organization name, total amount of contract. UNHCR may go for a reference check with any/all the organization with whom the bidders worked with. Pass/fail

- **Vendor registration form:** if your company is not registered with UNHCR, you should complete, sign, and submit with your technical proposal the vendor registration form Annex C.
- **Warranty:** the bidder shall state if the items supplied has warranty and provide certificates pass/fail
- **Item specification:** The propose item to be supply by the bidder, does it confirm with the same and exact specification as requested which is the Lenovo T14s G1 (Intel Processor) check annex A for more detailed specification pass or fail.
- **The United Nations Global Marketplace:** UNGM is the common procurement portal of the United Nations system of organizations. Kindly provide your company UNGM registration number pass/fail
- **UN Supplier code of conduct** attach a signed and acknowledge copy.

2.4.2 **Content of the FINANCIAL OFFER**

Your separate **Financial Offer** must contain an overall offer in a single currency in Nigeria Naira NGN.

[IMPORTANT:

Please carefully consider the pricing model applicable to this invitation tender.

The prices offered should remain valid for the duration of the contract/frame agreement.

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:

Unit costs: [Using the above pricing structure and model], the pre-qualified vendor shall quote the unit price. Any quantity or other discounts (e.g. volume discounts) shall be clearly indicated.

UNHCR is exempt from all direct taxes and customs duties. With this regard, 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, and by using the exact same structure as outlined above and based on the requirements from **Annex A**.

2.5.3 Financial evaluation:

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

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 BID:

The both offers must bear your **official letter head**, clearly identifying your company. The **technical and Financial Offers** shall be clearly named and attached and send as a two separate file attachment to the submission email address nigabtender@unhcr.org with all or supporting document not exceeding **20mb**.

- Kindly indicate in the email subject field ITB/HCR/ABJ/07/2020
- Name of your firm with the title of the attachment
- Number of emails that are sent (example 1/3, 2/3, 3/3etc.)

Deadline for submission: 02/07/2021, 23:59 hrs

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 pre-qualified vendors simultaneously.

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 pre-qualified vendor 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.

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 pre-qualified vendor 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 of delivery 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 Pre-qualified vendor must confirm the acceptance of these terms and conditions in writing.

Signature
Aminatou CAMARA
Snr Supply Officer
UNHCR Abuja
Abuja FCT of Nigeria