

**DATE: 25 June 2021**

**INVITATION TO BID: No. ITB/UKRKI/2021/05**

**PROCUREMENT OF INDOOR AIR PURIFIERS FOR UNHCR KYIV**

**CLOSING DATE AND TIME: 25 July 2021 – 23:59 hrs EET**

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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 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 Ukraine (referred to hereinafter as UNHCR), invites qualified suppliers to make a firm offer for one-off procurement for the indoor air purifiers as Specified in **Annex A**.

### **IMPORTANT:**

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

Please note that figures have been stated in Annex A Specification are to enable bidders 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 Order.

### **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.**

Note: this document is not construed in any way as an offer to Contract with your company.

## **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 (rev. 2018)
Annex F:	Documentation procedures on tax reporting (for companies with VAT payer status).
Annex G:	UN Supplier Code of Conduct (English and Ukrainian version)

### **2.2 ACKNOWLEDGMENT**

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

- Your confirmation of receipt of this invitation to bid.
- Whether you will be submitting a bid.
- The source where you have acquired this tender document (e.g. E-Mail, UNHCR website, UNGM website, UNHCR Facebook page etc.)

#### **IMPORTANT:**

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

### **2.3 REQUESTS FOR CLARIFICATION**

Bidders are required to submit any requests for clarification in respect of this ITB by e-mail at [UNHCR-UKR-Procurement@unhcr.org](mailto:UNHCR-UKR-Procurement@unhcr.org)

**The deadline for receipt of questions is 23:59 hrs EET on 10 July 2021.**

#### **IMPORTANT:**

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

UNHCR will compile the questions received. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders. After compiling feedback, a Questions & Answers document will be prepared and posted on the UNHCR website.

### **2.4 YOUR OFFER**

Your offer shall be prepared in English or in Ukrainian.

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 set of documents:

- **Technical offer:**

signed and stamped: duly filled **Annex B**, Technical Offer Form; duly filled **Annex D**, Vendor Registration Form; **Annex E**, UNHCR General Conditions of Contracts for the Provision of Goods; **Annex F**, Documentation procedures on tax reporting; **Annex G**, UN Supplier Code of Conduct; and other relevant documentation);

And separately:

- **Financial offer** (signed and stamped: duly filled Financial Offer Form, **Annex C**).

#### **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**. Technical offer form should be submitted as per **Annexes 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 and registration documents:** Registration Certificate, VAT / Single taxpayer certificate, bank certificate etc.
- **Company profile and Certifications:** The bidder shall submit a copy of internationally recognized quality certificate of manufacturing company together with a copy of quality certificate for the finished equipment.
- **Past experience:** The bidder must provide evidence of successful completion of at least 2 similar projects within the last five 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.
- **Country of Origin of the Supplier and place of Manufacture:** The technical offer shall state the country in which the supplier is registered as well as the country and place of manufacture of the Goods.
- At your technical offer you should declare that the offered items are fully in line with **Annex A**, Technical specification.

- **Delivery terms:** DAP 121 Kyiv Way Street, Velyka Oleksandrivka village, Boryspil oblast, Kyiv 08320, Ukraine
- **Delivery lead time:** Please state the total lead time needed from the date of award (not to exceed 45 days)
- **Warranty:** The bid shall include defects and liability period with terms of warranty. The bidder shall provide a maximum of one (1) year warranty.

**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**).

**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 E**.

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

**UN Supplier Code of Conduct:** Your technical offer should container your acknowledgement of the UN Supplier Code of Conduct by signing **Annex G**.

**Documentation procedures on tax reporting (for companies with VAT payer status):** Your technical offer should contain your acknowledgement of the documentation procedures on tax reporting by signing **Annex F**.

**IMPORTANT:**

If you have alternative product to offer, please clearly indicate the advantages over the standard items (**Annex A**). Do not send only an offer for an alternative product, i.e. these should be sent in addition to an offer for the standard items requested. Do not send any samples of the products at this stage.

#### **2.4.2 Content of the FINANCIAL OFFER**

Your separate **Financial offer** must contain an overall offer in a single currency, either in US Dollars. Payments will be made in local currency according to UN operational exchange rate at the date of order. UN operational exchange rates can be found following the link: <https://treasury.un.org/operationalrates/OperationalRates.php>.

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:

**The bidder shall quote the unit price DAP Kyiv.**

**Unit costs:** UNHCR is exempt from all direct taxes and customs duties. With this regard, price has to be given without VAT. However, if the Bidder is a VAT payer, this must be stated.

You are requested to hold your offer valid for 90 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:**

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 Contracts 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.

### **2.5.1 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:
- Insurance Clearance Certificate, and Tax Clearance Certificate or Certificate of Tax Exemption, if any such privilege is enjoyed by the Bidder.
- 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.
- Trade name registration papers, if applicable.

### **2.5.2 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** and **Annex B**.

### **2.5.3 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 cost Delivery at Place (DAP) Kyiv

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

## **2.6 SUBMISSION OF BID:**

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

Bids should be submitted by e-mail and all attachments (Annex B, Annex C, Annex D, Annex E, Annex F and Annex G) should be in PDF format, signed and stamped. Copies of the PDF format documents may, as an addition, be included in Excel (Annex B, Annex C) or other formats etc.

**The Technical and Financial offers shall be clearly separated in different emails, and no financial information shall be mentioned in the Technical offer.**

**Bid must be sent by e-mail ONLY to: [UNHCR-UKR-tendercommittee@unhcr.org](mailto:UNHCR-UKR-tendercommittee@unhcr.org)**

### **IMPORTANT:**

**The technical offer and financial offer are to be sent in separate attachments in separate e-mails. Failure to do so may result in disqualification.**

**Deadline for offer submission: 25 July 2021, 23:59 hrs EET.**

### **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.

Receipt of your bid submission will be acknowledged through an automated reply. Your automated reply must be dated before the deadline of **25 July 2021 23:59 HRS EET**. The automated reply is a confirmation of receipt of your email in relation to the procurement notice, it does not imply your offer has been accepted. On the other hand, only offers with an automated reply from [UNHCR-UKR-tendercommittee@unhcr.org](mailto:UNHCR-UKR-tendercommittee@unhcr.org) mailbox dated on or before the deadline date/time will be considered for evaluation. It is your responsibility to verify that all e-mails have been received properly before the deadline. UNHCR does not assume any responsibility for any delays engendered by network problems, etc.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **8 Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in e-mail subject field:

- Bid ITB/UKRKI/2021/05
- Name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

*For example: **ITB/UKRKI/2021/05 Company XXX (email 1 of 3)***

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 (separate Lots).

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.

**IMPORTANT:**

Cancellation of Solicitation: UNHCR reserves the right to cancel a Solicitation at any stage of the procurement process prior to final notice of award of a Contract.

## **2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS**

Any Purchase Order (PO) issued as an outcome of this ITB will be made in either the currency of the awarded offer(s) or local currency. Payment will be made in accordance to the General Conditions for the Purchase of Goods and Services 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**

Please note that the General Conditions of Contracts (**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 advises its supplier not to offer any gift, favor, hospitality, etc. to its 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, labor, environment and anti-corruption. UNHCR encourage bidders to sign up to this initiative at: <https://www.unglobalcompact.org/>



Anastase Makembera  
Supply Officer  
UNHCR Representation in Ukraine