

## TENDER INSTRUCTIONS

The UNITED NATIONS RELIEF AND WORKS AGENCY FOR PALESTINE REFUGEES IN THE NEAR EAST (UNRWA) will receive and consider Tenders in response to official Invitations to Tender **subject to the conditions detailed hereunder.**

### **1. SUBMISSION OF TENDERS**

#### **Tender Form**

Tenders must be submitted on the attached Tender Form, clearly marked **CONFIDENTIAL "ITB No. GD/018/2021"**, and sent to below e-mail address:

**ITB.etendering@unrwa.org**  
**Before tender closure: 26.07.2021, 12:00 Noon**

#### **Timing & Delivery**

Tenders must be received before the indicated time and date of Tender Closure at the specified Mailing Address for Tenders. All offers must be valid for the minimum period set out below.

#### **Method of Delivery**

All Tenders, whether submitted by hand or sent by mail or fax, must reach the designated Place of Reception of Tender prior to the closure time on the date of Tender Closure specified in the Invitation to Tender.

a. Tenders submitted by hand must be deposited prior to the closure time on the date of Tender Closure at one of the specified Places of Reception designated in the Invitation to Tender.

b. Tenders sent by mail must be posted and received sufficiently in advance to permit delivery prior to the closure time on the date of Tender Closure at one of the specified places of Reception designated in the Invitation to Tender.

c. Tenders sent by facsimile cannot be guaranteed confidentiality. Submission of a tender in such a form is at the tenderer's own risk. Tenders sent by facsimile, must however be clearly marked Confidential, state the Tender Number and be dispatched sufficiently in advance to permit delivery prior to the closure time on the date of Tender Closure at one of the specified Places of Reception designated in the Invitation to Tender. Faxes will be considered as legally binding offers only if they are followed by the receipt of originals, mailed separately prior to the tender closing date, preferably by express courier, duly completed in all respects.

Tenders submitted by hand or mail need to be submitted in one copy only which must be enclosed in a sealed envelope bearing the name of the

Tenderer and the Tender number. It is important that envelopes be clearly marked, so that appropriate security measures may be taken to avoid unintentional disclosure of prices.

### **2. SUBMISSION OF SAMPLES**

If you are requested in the covering letter to the tender to submit samples of the items offered, please note that failure to do so may render your bid invalid. Please also note that tender submissions may be forwarded separately from the "sample" and to the official mailing address indicated in the covering letter. However, sample(s) and bids should reach the Chairperson Tender Opening Committee prior to the Tender closure date, otherwise, bid will not be considered. Samples submitted should each be clearly marked with the same item number which is used on the Tender Form. "Sample" packaging must be clearly marked SAMPLES with the Tender number and the tenderer's name etc.

### **3. COMPLETION OF TENDER FORM**

#### **Prices quoted.**

Offers of discount for prompt payment will be a consideration in award of contracts. Tenders must state if prices quoted include duty or are free of duty.

#### **Currency**

The currency of the quotation should be in USD.

#### **Packing**

Packing shall be of International Standard strong quality and suitable for shipment to tropical areas. Tenders must stipulate the type of Packing proposed to use. (See Article 3 of the General Conditions of Contract). Package markings shall be as desired by UNRWA.

#### **Origin, Quantities, Quotations**

The country of origin of the items tendered must be clearly stated. As far as possible, tenders should be for the full UNRWA quantity requirement. Quotations for only some of the items shown on the Tender Form, however, may be submitted. The Tender Form must be completed in all other respects. When bids for particular items are not submitted, this should be clearly indicated on the Tender Form; i.e. a line should be drawn through those items on the Tender Form. Explanations, which may be deemed

necessary, should be clearly set out and will be considered as an integral part of the Tender.

#### **Presentation**

Quotations should be sent by email to ITB.Etendering@unrwa.org. Price should be well written in a clear writing or typing in English language without including VAT into it. Samples should also be clearly labelled with name of the company, number of ITB, and item number. Do not submit blank pages of the Tender Form and/or schedules which are unnecessary for your offer. A completed duplicate of the Tender Form should be retained by the Tenderer for record purposes. All documentation must be written in English.

#### **Deliveries**

UNRWA has established a coding system for deliveries under the column D/C on the Tender Form as follows:

Codes 2, 6 & 7 – Gaza (2,7) & West Bank (6)  
Port of Destination - Sea freight, CFR Full Liner Terms to Ashdod Port, Israel, or if specifically required in the Tender Invitation as Air freight (CPT) to Ben Gurion Airport, Tel Aviv, Israel.

Code 3 – Lebanon  
Port of Destination - Sea freight, CFR FIO Terms to Beirut Port, Lebanon, or if specifically required in the Tender Invitation as Air freight (CPT) to Beirut International Airport, Lebanon.

Code 4 – Syria  
Port of Destination - Sea freight, CFR Full Liner Terms to Lattakia Port, Syria, or if specifically required in the Tender Invitation as Air freight (CPT) to Damascus International Airport, Syria.

Code 5 & 0 – Jordan  
Port of Destination - Sea freight, CFR Full Liner Terms to Aqaba Port, Jordan, or if specifically required in the Tender Invitation as Airfreight (CPT) to Amman International Airport, Jordan.

**NB:** Please be advised that only local suppliers are allowed the option of quoting (DDU 2000 Incoterms) to UNRWA Warehouse(s). i.e. Local Suppliers who are quoting for supplies already imported and/or produced locally and available Off-Shelf or Ex-Stock. If local suppliers intend to ship the quoted supplies from abroad, i.e. import the supplies for UNRWA, a CFR to port(s) quotation should be used.

#### **4. VALIDITY PERIOD**

Tenders shall be valid for at least the minimum number of days specified in the Invitation to Tender. In the event that a supplier is in a position to extend the validity of his offer for a limited period beyond the required minimum, this should be stated on the Tender Form in the space provided for this information. UNRWA reserves the right to determine, at its sole discretion, the validity period in respect of Tenders which do not specify any such maximum or minimum limitation. Such validity period shall not be less than **90 days from the date of Tender Closure**.

#### **5. ACCEPTANCE**

UNRWA reserves the right, at its sole discretion, to consider as invalid or unacceptable any Tender which is (a) not clear, (b) incomplete in any material detail such as specification, terms, delivery, quantity, etc., or (c) not presented on the Tender Form, and to accept or reject any amendments, withdrawals and/or supplementary information submitted after the time and date of Tender Closure.

#### **6. AWARD OF CONTRACTS**

UNRWA may award contracts for part quantities or individual items. UNRWA will notify successful tenderers of its decision with respect to their Tenders as soon as possible after the Tenders are opened. UNRWA reserves the right to cancel any Invitation to Tender, to reject any or all Tenders in whole or in part, and to award any contract **without disclosing the reason or reasons**. Suppliers who do not comply with the contractual terms and conditions including delivering different products and products of different origin than stipulated in their offer and covering purchase order, may be excluded from future tenders.

#### **7. PAYMENT**

Unless otherwise stated payment will be made within 30 days of receipt of invoice and shipping documents.



**United Nations  
Relief and Works Agency**

Procurement & Logistics Department  
Lebanon Field Office  
ITB # **GD/018/2021**  
Dated 30 June 2021  
**Annex B**

**TENDER & CONTRACT AWARD ACKNOWLEDGEMENT CERTIFICATE**

**THIS ATTACHEMENT MUST BE SIGNED AND SUBMITTED WITH THE TENDER**

1. In compliance with the Tender Instructions, General Conditions of Contract and Pharmaceutical Special Conditions of Contract, we, the undersigned, offer to furnish some or all of the items quoted for, at the prices entered in the attached schedule, delivered to the destination specified therein.

2. The following requirements have been noted and will be complied with where applicable:

a. To provide Free On Board (FOB) quotations per each line item to nearest export Port and to specify clearly in the reply which export Port used.

b. That the freight cost (Full Liners Terms, CFR) should be shown separately in the designated 'Freight Section' on the Tender Quotation form.

c. That UNRWA may, at its option, place contracts on either FOB, CFR, CPT, or DDU delivery terms.

d. That the currency of the quotation should preferably be in US Dollar. (See Tender Instructions, Section 3, Currency)

e. We confirm that any offer made where the delivery point is not as requested in the invitation to tender, that UNRWA reserves the right to disregard the offer.

f. That conditional offers cannot be accepted.

g. That standard packing against each item should be indicated. (See Tender Instructions, Section 3, Packing)

h. Show any discount being offered to UNRWA. (See General Conditions, Section 7. And Tender Instructions, Section 3, Prices Quoted)

k. Insurance will be covered by UNRWA. (See General Conditions, Section 2)

l. UNRWA reserves the right , at its own discretion:

(i) To award contract for a lesser or greater quantity than the total quantity tendered for; (See Special Conditions, Section 14)

(ii) To reject any or all bids and/or place the order with a supplier other than the lowest bidders. (See Tender Instructions, Section 6)

m. Successful bidders who are awarded contracts will be notified by the receipt of the original purchase order and acknowledgment copy. In case of urgency, successful bidder(s) may also be notified by fax.

n. Any samples requested, either with the Tender, or at a later date, will be in accordance with the specifications of the required item(s). Failure to comply with this may result in the Tender not being considered.

o. We confirm that the validity of this offer is for **90** calendar days from the date of tender closure.

p. We confirm that UNRWA "General Terms and Conditions" of contract will be complied with.

***We agree with the above terms and conditions  
Submitted by:***

\_\_\_\_\_  
*Company Name*

\_\_\_\_\_  
*Place*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Title/Position*

\_\_\_\_\_  
*Date  
(A duly authorized company representative)*

*Please Note: All Incoterms used are 2000 Incoterms*