



**UNHCR**

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

**DATE: 19/08/2021**

**INVITATION TO BID: No. ITB 003/HCR/RWAKI/2021**

**SUPPLY OF SPORTS EQUIPMENT FOR REFUGEE CAMPS IN RWANDA**

**CLOSING DATE AND TIME: 19/09/2021– 17:00 hrs, Kigali 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.

## **1. REQUIREMENTS**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Rwanda, invites qualified vendors to make a firm offer for the Supply of Sports Equipment (Annex B) in Rwanda.

### **IMPORTANT:**

Exact technical specifications and the quantities of each items are detailed in Annex B of this document.

The estimated requirement of sports Equipment is described in Annex A.

Please note that quantities/figures have been stated to enable vendors to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase all indicated quantities. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Order.

Other United Nations Agencies, Funds and Programmes shall be entitled to the same prices and terms as those contained in the offers of the successful supplier and could form the basis for a Frame Agreement with other UN Agencies in Rwanda.

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.

## **2. BIDDING INFORMATION:**

### **2.1. ITB DOCUMENTS**

The following annexes form integral part of this Invitation to Bid:

- ANNEX A: Technical Offer Form  
ANNEX B: Specifications / BoQ and Financial Offer Form  
ANNEX C: [UNHCR Vendor Registration Form](#)  
ANNEX D: [UNHCR General Conditions of Contracts for the provision of Goods - Rev: July 2018](#)  
ANNEX E: [UN Supplier Code of Conduct](#)

### **2.2 ACKNOWLEDGMENT**

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

- Your confirmation of receipt of this "Invitation to Bid (ITB)";
- Whether or not you will be submitting a bid.

#### **IMPORTANT:**

Please note that Bid Submissions are not to be sent to the e-mail addresses ([rwakisup@unhcr.org](mailto:rwakisup@unhcr.org)). Failure to comply with this provision may result in disqualification

### **2.3 REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to [RWAKISUP@unhcr.org](mailto:RWAKISUP@unhcr.org). **The deadline for receipt of questions is 23/08/2021 at 17:00hrs.**

UNHCR will reply to the questions received as soon as possible by means an e-mail addressed to all the pre-qualified vendors concerned.

Please note that the items delivered to UNHCR by the selected supplier will also be inspected at the time of its delivery at UNHCR to confirm the correct receipt of items according to UNHCR's specifications. In case of rejection and non-acceptance of any item due to wrong specifications or bad quality, UNHCR will not be responsible for its returning and transportation, or any cost involved.

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## 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 only 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 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.

**Production Capacity:** If applicable, The bidder shall state annual production capacity.

**Delivery Capacity:** The bidder shall state the mobilization time, ex-stock quantity and quantities available.

**Country of Origin of the Supplier and place of Manufacture if applicable :** The technical offer shall state the country in which the supplier is registered as well as the country and place of manufacture of the products.

**Warranty:** The bid shall include 'Defects and liability' period with terms of warranty where ever applicable

**IMPORTANT:**

The companies may be contacted at a later stage during the bid's evaluation process, with a request to send 1 (one) reference sample of the product(s) to the following address:

UNHCR Kigali, Rwanda  
Supply Unit  
Attn: Felix SEHI  
KG 9 Av 60, Nyarutarama Road  
Kigali – Rwanda

**Failure to provide the requested sample upon request from UNHCR offer will result in disqualification of the offer.**

**2.4.2 Content of the FINANCIAL OFFER**

Your separate **Financial Offer** must contain an overall offer in a single currency (Rwf).

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:** The bidder shall quote the unit price with incoterms “DAP” (delivery at place). The unit cost shall be provided for the supply of product in bulk as well as palletized. Any discounts offered 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 120 days from the deadline for submission. UNHCR will make its best effort to select a company within this period.

The quoted prices 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:**

For the award of this contract, UNHCR has established evaluation criteria which will govern the selection of offers to be received under this ITB. Evaluation shall be made on a technical (Pass / Fail) and financial basis.

**2.5.1 Technical evaluation criteria**

The technical evaluation will be done on Pass/Fail basis to ensure that the supplier meets the minimum criteria with regards to government rules and UNHCR's needs - **Annex A** should meet the following requirements.

- Registration documents

- Similar work list
- Compliance with the established UNHCR specifications, accepted sample
- Reasonable delivery period
- Delivery capacity

### 2.5.2 Financial evaluation:

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

All bids from suppliers will be evaluated based on:

- Compliance with the established UNHCR specifications.
- Unit cost in VAT excluded.
- Total cost VAT excluded.
- Delivery Period.

For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the [UN Operational Rates of Exchange - Rates](#) 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:

Both offers must bear your **official letter head**, clearly identifying your company. The **technical and Financial Offers** shall be clearly named and attached and sent as two separate file attachments to the submission email address [rwakibidsr@unhcr.org](mailto:rwakibidsr@unhcr.org) - with all or supporting documents not exceeding **20 MB** (copies of the PDF format documents may, as an addition, be included in Excel or other formats).

Kindly indicate in the email subject field:

- ITB 003/HCR/RWAKI/2021,
- Name of your firm with the title of the attachment,
- Number of emails that are sent (example 1/3, 2/3, etc).

**Deadline for submission: 06/09/2021, 17:00hrs**

#### **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 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.

UNHCR at its own discretion reserve the rights to accept or cancel the whole tender at any stage.

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 because of this ITB will be made in Rwanda Francs. Payment will be made in accordance with 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**

Please note that the General Conditions of Contracts (**Annex D**) will be strictly adhered to for the purpose of any future contract. Submitting your offer is deemed acceptance of Annex D

Felix SEHI, Supply Officer  
UNHCR Kigali, Rwanda



Digitally approved by Felix Sehi 19/8/2021

## ANNEX A: Technical Offer Form

ANNEX A: TECHNICAL OFFER FORM			
ITB 003/HCR/KIGALI/2021			
SUPPLY OF SPORTS EQUIPMENT FOR REFUGEE CAMPS IN RWANDA			
Supplier Name:			
Contact name:			
Contact phone number:			
Contact email address:			
Item	Description of Criteria	Pass/Fail	Documentation attached to your submission (Yes / No) and Additional comments from supplier
	a. Documentation of basic operational licenses – including valid business registration licences issued by the government licencing authority	Pass/Fail	
	b. Similar work list: the bidders will provide a list of similar works done (Reference Letter. PO or Contract) to confirm previous experience in the procurement & supply of sports equipment	Pass/Fail	
	c. Proof of Company's Financial standing. Audited accounts for the last 2 years	Pass/Fail	
	d. Reasonable delivery capacity and lead time: please specify number of days you can deliver upon confirmation of order by UNHCR or UN Organizations.	Pass/Fail	
	e. Submission of proposed product catalogue	Pass/Fail	
	f.		
	g.		
	h.		

**NB: ALL CRITERIA ARE MANDATORY.**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name and position: \_\_\_\_\_

Official Stamp: \_\_\_\_\_