



UNHCR

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

DATE: 23 August 2021

INVITATION TO BID: No. ITB/2021/029

**FOR THE ESTABLISHMENT OF (2+1) YEAR
FRAME AGREEMENT FOR THE SUPPLY AND DELIVERY OF
MATERIAL FOR SHELTER KITS**

**CLOSING DATE AND TIME: 04 October 2021 – 23:59 HRS
BEIRUT, LEBANON LOCAL TIME OR EARLIER**

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and coordinate 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 six decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 17,324 people in more than 135 countries continues to help about 79.5 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>.

REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Beirut, Lebanon invites qualified suppliers to make a firm offer for the establishment of Frame Agreement(s) for the supply and delivery of material for shelter kits as per below list and attached technical specifications (Annex A).

Offers can be submitted for all or any number of following listed lots (**except for Lot 4, 5 and 6** which has to be all quoted as one-kit), but incomplete offer per lot will not be accepted (i.e. quote for partial item under a lot)

- Lot 1 - Timber 9,562.40 m³ (details in Annex A)
- Lot 2 - Plywood 226,000 pcs (details in Annex A)
- Lot 3 - Insulation foam 600,000 m² (details in Annex A)
- Lot 4 - Clear plastic film 920,000 m² (details in Annex A)
- Lot 5 - Ironmongery for 56,000 set (details in Annex A)
- Lot 6 - Tool set 56,000 set (details in Annex A)

Please note that figures have been stated in Annex A to enable bidders to have an indication of the projected requirements and may increase or decrease. 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 against the Frame Agreement.

UNHCR may award Frame Agreement with initial duration of 2 (two) years, potentially extendable for a further period of 1 (one) year, subject to the satisfactory performance of the selected company(ies) during the contract period, at the same terms, conditions and prices as set forth in the initial FA. The successful bidder will be required to maintain their quoted price for the duration of the Frame Agreement.

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 bidders and could form the basis for a Frame Agreement with other UN Agencies.

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 to be 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 Offer Form
- Annex B: Financial Offer Form
- Annex C: First Stage Evaluation (*for UNHCR use*)
- Annex D: Inspection of Samples (*for UNHCR use*)
- Annex E: Vendor Registration Form
- Annex F: UNHCR General Conditions of Contracts for the Provision of Goods - REV.: JULY 2018
- Annex G: UN Supplier Code of Conduct

2.2 ACKNOWLEDGMENT

We would appreciate you informing us of the receipt of this ITB by return e-mail to (atat@unhcr.org) and (siddig@unhcr.org) as to:

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid

IMPORTANT:

Failure to send the above requested information may result in disqualification of your offer from further evaluation.

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this ITB by e-mail to (atat@unhcr.org) and (siddig@unhcr.org). **The deadline for receipt**

of questions is Monday, 13th of September 2021 at 16:00 HRS Beirut, Lebanon local time. Bidders are requested to keep all questions concise.

IMPORTANT:

Please note that Bid Submissions are **not** to be sent to the e-mail address above.

UNHCR will compile the questions received and plan to respond to the questions shortly after the query closing date. UNHCR may, at its discretion, copy any reply to a particular question to all other invited 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 2.7) of this ITB.

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.

Special Instructions:

- **Liquidated damage:** delay in delivery beyond agreed schedule in the purchase order is subject to liquidated damages (see 2.8).
- **Transportation:** cost must be inclusive of transportation to UNHCR warehouse located in Zouk Mosbeh area, Beirut.
- **Pre-loading inspection:** selected supplier must check/inspect all the items before dispatching them to UNHCR warehouse.
- **Rejected items:** all rejected items must be replaced by the supplier at no cost to UNHCR.
- **Delivery by kits:** supplier should deliver items in kits or as requested by UNHCR. Kits are to be arranged by supplier at supplier's premises at no extra cost to UNHCR.
- **Change in quantity:** the quantity shown may increase as well as decrease depending on operational needs.

Your offer shall comprise the following two sets of documents (pdf files, soft copy) and samples:

- Technical offer
- Financial offer
- Sample of all quoted products (non-returnable) **must** be submitted to UNHCR Beirut, Lebanon Supply unit. **Any offered product without a sample will be disqualified.** Your samples should be labeled with your Company's name and handed over against a delivery note to avoid any

inconvenience. For requirement on samples please refer to below table and for more details refer to Annex A, bottom left.

Requirement on Sample:

Sr.	Lot#	Item	Required Size of Sample	Other Requirements
1.	Lot 1	Timber	50 cm length	N.A.
2.	Lot 2	Plywood	15cm length x 15cm width	N.A.
3.	Lot 3	Insulation foam	4m length x 1.2m width	A lab test report confirming that the sample attached meets all UNHCR's requirement. For more details, please refer to Annex A/Lot3/Insulation Foam item.
4.	Lot 4	Clear plastic film	One (1) sample of each item listed in Annex A under lots 4/5/6	N.A.
5.	Lot 5	Ironmongery		
6.	Lot 6	Tool set		

Technical and financial offer must be sent in separate emails. For further instructions on submission please refer to "Submission of Bid" section 2.7 of this ITB.

Submission of Samples:

All samples should be handed over to Mr. Wassim Atat, UNHCR Beirut, Lebanon/Supply unit. Samples must bear your official letter head, clearly identifying your company. All samples should be submitted on or before **04 October 2021 – 23:59 hrs Beirut, Lebanon local time, the same submission date as for your offer.**

- **Sample Delivery place:**
UNHCR Representation in Lebanon
S&K Bldg. 4396, Nicolas Ibrahim Sursock Street, Jnah
P.O.Box 11-7332
Ramlet El Baida, Beirut – Lebanon
- **Bid Reference:** ITB/2021/029

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.

Your offer should clearly state whether or not the goods you are offering are fully conforming to the product specifications given in Annex A. Clearly state and disclose any discrepancies with the specifications given.

I. Sample of quoted products:

Your offer must be accompanied by sample of all quoted products. UNHCR will only consider offers with sample. For insulation foam item (Lot 3) a lab test report confirming your submitted sample meets all UNHCR's requirement. For more details on submission of sample (see 2.4).

II. Documents to be submitted with offer: Eligibility criteria

The following seven (7) eligibility criteria must be met by the bidder to qualify for further consideration. Pre-conditions are not ratable components of the technical offers.

- Proof that your company is registered and licensed by the Government at country of origin to provide such items. Please submit your company's registration documents, in English, at your country of origin.
- Proof that your company has been manufacturing or selling identical products for 3 or more years from tender date.
- Your company's profile.
- Proof that your company is registered with the VAT Lebanese Ministry of Finance, *only applicable to local companies in Lebanon*.
- Duly completed, signed, stamped and dated vendor registration form (**Annex E**).
- Written statement confirming and accepting UNHCR general terms and conditions including payment within 30 days from the invoice receipt date following satisfactory delivery of goods/services.
- Provide at least three (3) references including (reference letter, email address, contact person, phone number) from your current/previous clients to be contacted, as needed.

III. The following details shall also be provided along with the offer:

Terms of Delivery: The products shall be delivered to UNHCR warehouse in Beirut located in Zouk Mosbeh area. Your quote shall be DDP Beirut, Zouk Mosbeh.

Packing details: Your offer shall confirm packing details as required in Annex A. Note that items in Lots 4, 5 & 6 must be packed and delivered to UNHCR as a kit. Content per kit may vary from time to time depending on the need which will be shared with awarded bidder(s) before placing of the purchase order. Content per kit will be within the scope type and quantity of signed frame agreement.

Place of manufacture of the products: Your offer shall state the country and place of manufacture of the products in Annex A.

UNHCR General Conditions for Provision of Goods: Your offer should contain your acknowledgement of the UNHCR General Conditions of Contracts for the Provision of Goods (REV.: JULY 2018) - by signing (**Annex F**).

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

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial offer** must cover all the services to be provided (price "all inclusive") in a single currency, US Dollars.

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 also be provided in the offer (Annex B):

Monthly Delivery capacity: bidder shall state the monthly delivery capacity of kits.

Delivery lead time: bidder shall also state the required delivery lead time to deliver stated number of kits under Monthly Delivery Capacity. The delivery lead time includes *mobilization time, production time, packing time and delivery time needed to deliver the kits up to UNHCR warehouse.*

Price has to be given without VAT. However, UNHCR will pay the VAT to the awarded vendor in local currency at the local government official rate. VAT amount will be paid in local currency at the official government rate.

You are requested to hold your offer valid for a minimum of 120 days from the deadline for submission. UNHCR will make its best effort to select a company within this period.

2.5 BID EVALUATION:

The evaluation process will be conducted in three (3) stages as follows:

2.5.1 Technical:

a. First Stage (Eligibility Criteria): Pass/Fail

Checking and verification of submitted tender documents by UNHCR Technical Evaluation Committee (TEC). UNHCR's TEC will check submitted tender documents and mark 'Pass' or 'Fail' against the conditions listed at **Annex C**. Missing documents, if any, will be requested from the vendors. Vendors refusing to provide missing document, when requested within a given deadline, will not be included for further evaluation. Others scoring 'Pass' to all requirements will qualify for further evaluation.

b. Second Stage (Technical): inspection of samples by TEC.

UNHCR's TEC will inspect the quality of samples against the specifications requirement as listed at **Annex D**. Submitted samples for lot 3-insulation foam item will not be considered for inspection/evaluation without the mandatory lab test report.

Offers obtaining 'pass' in all specification requirements per lot will qualify for further evaluation (except for Lot4, 5 and 6 which have to be all quoted as one-kit and only offers obtaining 'pass' to all items under the three lots 4, 5 and 6 will qualify for further evaluation).

Please note that as mentioned earlier in this ITB, incomplete offer per lot will not be accepted (i.e. quote for partial items under a lot).

In examining the quality of samples, UNHCR TEC will take measurement; check the quality of material, weight, dimensions, humidity rate, assess mandatory test report and so on to determine whether or not the sample is approved. Methods to follow are as follows:

Sr.	Lot#	Item	Method
1.	Lot 1	Timber	quality of material, dimensions, and humidity rate
2.	Lot 2	Plywood	quality of material and dimensions
3.	Lot 3	Insulation foam	quality of material and assess mandatory lab test report

4.	Lot 4	Clear plastic film	quality of material, dimension, and strength
5.	Lot 5	Ironmongery	quality of material, weight, and size
6.	Lot 6	Tool set	quality of material, weight, and size

UNHCR may conduct a due diligence/supplier verification exercise if the bidders are not known to UNHCR or have not already worked satisfactorily for UNHCR in the past if the bidders are found to be technically compliant. Should the findings of the due diligence/supplier verification indicate non-suitability of bidders, the finding of the due diligence/supplier verification report will prevail.

2.5.2 Financial:

c. Third Stage (Financial): evaluation of Financial Offers.

Offers will be tabulated and compared for all participating companies with technically compliant valid offers. Bidder must quote for all items in any lot to be eligible for competition (except for Lot4, 5 and 6 which must be all quoted as one-kit). Incomplete offer per lot will not be accepted (i.e. quote for partial items under a lot). The contract may be awarded to the vendor(s) with the lowest priced offer passing the technical evaluation and when needed, supported by findings of due diligence/vendor verification.

2.6 EVALUATION OF SUPPLIERS:

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. 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

2.7 SUBMISSION OF BID

- Bid Reference: ITB/2021/029
- Deadline for submission: **04 October 2021, 23:59hrs (BEIRUT-LEBANON LOCAL TIME) OR EARLIER.**
- Offers must be submitted electronically to the email address: LEBBETENDERS@unhcr.org
 - a. Format PDF files (preferred)
 - b. Email size must not exceed 20 MB
 - c. For big attachments over 20 MB, please split into multiple numbered emails (e.g. 1 of 3, 2 of 3 and 3 of 3).

- d. No document downloading links are accepted. All documents must be attached with the emails.
- e. If the supplier is uploading number of small files, please zip the files into a ZIP folder and upload the folder instead of each file individually.
- f. The subject line of the email must clearly state the tender reference number ITB 2021 029.
- g. The subject of the email must also include the company name and type of offer (i.e technical or financial)
- h. The Technical offers and financial offers must be submitted in separate emails.
- i. All files must be free of viruses and not corrupted.
- j. UNHCR reserves the right to accept or reject any offers that is not following the email submission instructions.
- k. No other person from UNHCR to be copied on the tender emails otherwise the supplier may be disqualified for this tender.
- l. For any technical issues with submission of emails, the suppliers must contact this email address: atat@unhcr.org
- m. 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:

Any bid received after this date or submitted to another UNHCR contact may be rejected. Addition of any other mentions on the envelope will result in the rejection of your bid.

2.8 LIQUIDATED DAMAGE:

Late delivery beyond agreed delivery schedule of contracted items will be subject to liquidated damages equivalent to USD 0.10% per day for the value of undelivered items. The total liquidated damages shall not exceed 10% of the total contract value.

2.9 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. Such extension of the deadline may accompany a modification of the solicitations 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 vendor(s) with technically compliant bid offering the lowest cost.

2.10 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this ITB will be made in US dollars. Payment will be made in accordance with the General Conditions for the Purchase of Goods and in USD. Payments shall only be made after successful delivery of goods.

2.11 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS

Please note that the General Conditions of Contracts (**Annex F**) 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.

2.12 ZERO TOLERANCE POLICY

Please note that UNHCR strictly follows zero tolerance policy and as such advises its suppliers not to offer any gift, favor, hospitality, etc. to its staff.

2.13 THE UN GLOBAL COMPACT

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. UNHCR encourages bidders to sign up to this initiative at: <https://www.unglobalcompact.org/>

Muntasir Siddig
Senior Supply Officer
UNHCR Beirut, Lebanon

