

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

DATE: 06 September 2021

INVITATION TO TENDER: No. ITB/HCR/NIGOG/21-015

FOR THE SUPPLY AND DELIVERY OF LAPTOPS IN OGOJA CROSS RIVERS STATE

CLOSING DATE AND TIME: 27 September 2021 – 15:59 hrs. Nigeria Time

**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 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 six decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 10,966 people in more than 128 countries continues to help about 65.6 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), Ogoja, invites qualified suppliers/Vendors to make a firm offer for the supply and delivery of Laptops in Ogoja Cross Rivers State

The requirement mentioned in Annex B have been stated in order to enable Bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase the stipulated quantity or any minimum. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders.

It is **strongly recommended** that this ITB document and its annexes **be read thoroughly**. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Please take careful note of article 5 (Subcontracting), 16 (Termination) and 19 (Settlement of Disputes) 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 Specification.
- Annex B: Financial Offer Form – *to be filled and submitted*
- Annex C: Vendor Registration Form – *to be filled and submitted*
- Annex D: Technical Offer Form – *to be filled and submitted*
- Annex E: UNHCR General Conditions of Contract for the Provision of Goods and Services



Annex F: UN Supplier Code of Conduct  
Annex G: Submission Check List

## 2.2 **ACKNOWLEDGMENT**

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

- Your confirmation of receipt of this request for proposal
- Whether or not you will be submitting a Bid

## 2.3 **REQUESTS FOR CLARIFICATIONS**

Bidders are required to submit any request for clarification or any question in respect of this ITB by e-mail to [nigogsupply@unhcr.org](mailto:nigogsupply@unhcr.org) **the deadline for receipt of questions is 17 September 2021 at 23:59 hrs.**

**UNHCR will compile the questions received and will respond to all bidders participating in the Tender competition, shortly after the query deadline**

**IMPORTANT:** Please note that Bid Submissions are **NOT** to be sent to the e-mail address above, they will **ONLY** be excepted when sent to the address provided in the "Submission of Bid" section 2.6) of this ITB.

## 2.4 **YOUR PROPOSAL:**

Your offer should 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.

Your offer shall comprise the following three (3) sets of documents (to be submitted in separate envelopes or emails):

- Commercial/Registration Documents (refer to point 2.4.1 below)
- Technical offer (refer to point 2.4.2 below)
- Financial offer (refer to point 2.4.3 below)

### 2.4.1 **Content of the COMMERCIAL/REGISTRATION DOCUMENTS**

As part of the formal check if your company is eligible to be registered as Vendor to UNHCR your proposal must contain:

1. Copy of valid business/commercial registration certificate must be submitted (CAC);
2. **Vendor Registration Form:** Your Company should complete, sign and submit the Vendor Registration Form (**Annex C**) – **must include information on company's business bank account.**
3. Tax Identification Number (FIRS)

#### **BANK ACCOUNT**

UNHCR will **not accept** offers from companies that have not the following requirements in the Vendor registration form (**Annex C**):

a) Commercial bank account

b) Name of the company should match with the bank account and the company stamp.

4. **Financial Statements:** Your Company should submit **financial statements** of the last two years, proving healthy financial standing of the company, **or** a **regret letter** should be submitted if financial statements of the last two years are not available.
5. **UNHCR General Conditions of Contract (Annex E):** Your submission checklist in **Annex G** should contain your acknowledgement of the UNHCR General Conditions for Provision of Services
6. **UN Supplier Code of Conduct (Annex F):** Your submission checklist in **Annex G** should contain your acknowledgement of the UN Supplier Code of Conduct



7. **United Nations Security Council Sanctions List:** Your submission checklist in **Annex G** should contain your confirmation that your company is not on the United Nations Security Council Sanctions List.
8. **Submission Checklist and Acknowledgements (Annex G):** Must be filled, signed and submitted

**IMPORTANT:** The above listed documents are considered **mandatory** and have to be submitted **separately** from the technical proposal and the financial proposal. Failure to comply may risk disqualification.

Please see related pass/fail evaluation criteria in section 2.5.1 of this document.

## **2.4.2 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**. Your technical offer should clearly disclose any discrepancies with the specifications given. Your technical offer should be concisely presented, using **Annex A** and structured in the following order to include, but not necessarily be limited to, the following information:

The following details shall also be provided in the Technical Offer.

### **A- PRODUCT SPECIFICATIONS:**

Technical Item Description: Detailed description of the technical specifications (in **Annex A**)  
**Offers with no detailed technical specifications provided complying with Annex A may not be further assessed.**

Product Sample and catalogue: The Bidder must submit:

- Picture Samples for equipment's
- A complete and comprehensive specs.

**Offers that are not accompanied by the required sample, catalogue and technical specifications will not be further assessed!**

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 imported products.

Warranty: The Bid shall include defects and liability period after the date of delivery with terms of warranty. Twelve (12) months after delivery date full warranty (against manufacturing defects).

Shelf life and usable lifespan: The bidder shall clearly state the recommended shelf life of the product, as well as the usable lifespan, i.e. the recommended usage period.

Certificate: If available, the bidder shall submit a copy of internationally recognized quality assurance certificate of the manufacturing company, together with a copy of test certificate for the finished product.

### **B- PRODUCTION AND DELIVERY CAPACITY:**

Supply & Installation Time: The bidder shall state the time required for the supply, packaging and Installation.



Delivery Capacity: The bidder shall state the delivery capacity, meaning the quantity of units that can be delivered.

Delivery Time: The Bidder shall state the delivery time (in days) from ready to dispatch to final destination.

**Liquidated Damages:**

Please note that - during the implementation of the purchase order- should the Contractor be in delay, without prejudice to UNHCR's other rights and remedies, UNHCR may, at its sole option, demand liquidated damages for such delay, in an amount equal to 0.3% for each day of delay beyond the date upon which the Goods were due to be delivered as specified in the purchase order.

Incoterms: The International Chamber of Commerce Incoterms 2010 shall apply for this ITB and for any resulting purchase orders(s).

Inspection: Inspection of Goods will be applicable and will be advised at the time of purchase. The inspection will be arranged and paid for by UNHCR. Please note that inspection charges resulting from the supplier's default will be charged directly to the supplier.

Batch and Supplier Identification Marks: The successful Bidders will be expected to adhere to the packing requirements as clearly stated within Annex (A) and set within the forthcoming purchase order, failure to adhere to the packing requirements as per the purchase order shall result the shipment considered valid within inspection and will not be received.

#### **2.4.3 Content of the FINANCIAL OFFER**

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

The Financial Offer must cover all the services to be provided (price "all inclusive").

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.

**Please consider:**

UNHCR is exempt from all direct taxes and customs duties. With this regard, price has to be given without VAT.

Prices must remain the same in case of partial or complete award is received by the Bidder.

You are requested to hold your offer valid for 90 days from the deadline for submission. UNHCR will make its best effort to select a company within this period. 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.

Please include the following price information in your quote:

- Currency: **NGN**
- Unit Cost: DAP No. 10 Paul Adah Way Igoli Ogoja GRA UNHCR Sub Office Ogoja Cross Rivers
- Additional charge, if any (please specify):
- Total Cost for goods.



## 2.5 **BID EVALUATION:**

For the award of this project, UNHCR has established evaluation criteria which govern the selection of offers received. Evaluation is made in three (3) steps (1. Mandatory documentation, 2. Technical, 3. Financial) described in the following sections.

### 2.5.1 **Eligibility and Commercial/Registration Documentation Check:**

A prerequisite for any supplier to be deemed eligible for an award of contract is, that the company is not, or not associated with a company or individual, under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Consolidated United Nations Security Council Sanctions List, available at: <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list#entities>.

The qualified supplier(s) will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form (**Annex C**) and supporting documents.

The following are the criteria based on which UNHCR decides if a company has the basic eligibility to be considered for a contract award:

Eligibility Pass/Fail Check
1. Valid Business Registration Certificate submitted (Corporate Affairs Commission))
2. Filled and signed Vendor Registration Form submitted (Annex C)
3. Valid company business bank account (Annex C)
4. Submitted Financial Statements of past two years or Regret Letter
5. Acknowledgement of UNHCR General Conditions of Contract provided (Annex E)
6. Acknowledgement of UN Supplier Code of Conduct provided (Annex F)
7. Company not on the United Nations Security Council Sanctions List (Annex G)
8. Tax Identification Number (FIRS)
9. Lenovo Certified Partner - Certificate
10. Microsoft Certified Partner - Certificate

All of the above criteria have to be met, otherwise the Bidder's submission will not be considered for further evaluation.

### 2.5.2 **Technical evaluation:**

For all offers passed the formal evaluation, the technical evaluation shall be based on the following criteria: <b>TECHNICAL CRITERIA</b>	EVALUATION
a. Technical Specification with pictures / Catalogue Submitted	Pass/Fail
b. Sample Pictures Submitted	Pass/Fail
c. Compliance with the established UNHCR specifications as stated in Annex A	Pass/Fail
d. Warranty (Min 12 - months full warranty (against Manufacturing defects)	Pass/Fail

### 2.5.3 **Financial evaluation:**

**IMPORTANT:** The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the technical evaluation process and has been accepted by UNHCR as meeting the technical specifications and formal requirements set forth herein.

Financial:

- Competitiveness of the quoted unit prices for the required item.
- The evaluation will be conducted separately by Unit Price per Location

Following the technical verification of the offer, technical compliant bids will be compared on the basis of the above-mentioned criteria. The cheapest bid substantially conforming to the terms of this ITB will be recommended for the award to goods provision.



For evaluation purposes only, the offers submitted in currency other than Naira will be converted into Naira 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:**

**Deadline: 27 September 2021, 15:59 hrs. Nigeria Time**

**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.**

**2.6.1 Submission of Offers:**

The offers must bear your official letter head, clearly identifying your company. Bids should be submitted by E-MAIL and must contain all required attachments.

**IMPORTANT:** The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification.

**A. BY EMAIL:**

It is your responsibility to verify that all e-mails have been received properly before the deadline. 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. Documents should be submitted in PDF format.

E-mail submissions must be sent **ONLY** to: [nigogtender@unhcr.org](mailto:nigogtender@unhcr.org)

Please indicate in e-mail subject field:

- ITB/HCR/NIGOG/21-015 Supply and delivery of Laptops
- Name of your firm
- The title of the attachment (e.g. registration documents, technical or financial proposal)
- Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

**IMPORTANT: UNHCR encourages vendors to submit their offers by email**

**2.6.2 Submission of Samples:**

As part of your offer, you are requested to send one (1) complete free sample for all items. Samples should be sent to:

The UNHCR Sub Office Igoli GRA Ogoja Attn: Supply Unit  
UNHCR Sub Office Office  
No. 10 Paul Adah Way Igoli GRA Ogoja, Cross Rivers

Samples should be provided properly packed and labelled with:

- The Vendor name
- The tender reference no. ITB/HCR/NIGOG/21-015 Supply and Delivery of Laptops
- The content

The sample(s) must be received before the ITB deadline.

**Please Note:** 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.

## **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 Bidder as part of the finalization of the Purchase Orders for Services.

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 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 SERVICES**

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.

  
**David Okumali**  
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UNHCR Nigeria Operation

