

DATE: 31/01/2022

REQUEST FOR PROPOSAL: No. RFP/2022/004

**FOR THE SUPPLY, DELIVERY AND INSTALLATION OF STAINLESS-STEEL
WOVEN WIRE MESH TO UNHCR IN BEIRUT - LEBANON**

**CLOSING DATE AND TIME: 28/02/2022 – 16:00 hrs
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 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 6,600 people in more than 110 countries continues to help about 60 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), in Lebanon, invites qualified suppliers, manufacturers and service providers to make a firm offer for the establishment of Contract for the provision, delivery and install of Stainless-Steel Woven Wire Mesh with plain wave and powder coated as listed in Annex A, to UNHCR based in Beirut - Lebanon (referred to hereinafter as "Goods & services").

IMPORTANT:

The Terms of Reference (TORS) are detailed in Annex A of this document.

- 1.1 Contract(s) might be awarded to more than one bidder (Supply & delivery and/or Installation). Specifications and rate will be fixed to be applied whenever UNHCR wish to start the project.

Please note that the provided measurement is presented for bidders based on engineering calculation. Quantities may vary and will depend on the actual executed quantities that will be calculated after the project's completion.

- 1.2 Please note that figures 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 a minimum quantity of goods / services. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Contract.

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.

- 1.3 The successful bidder(s) will be required to maintain their quoted price model for the duration of four (4) months. UNHCR is requesting all bidders to submit their quotes for one (1) unit per item line.

IMPORTANT:

The initiation of conciliation or arbitral proceedings in accordance with **article 19** “settlement of disputes” of the UNHCR General Conditions of Contracts for provision of Goods and Services shall not be deemed to be a “cause” for or otherwise to be in itself a termination clause.

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

Sub-Contracting: Please take careful note of article 5 of the attached General Terms and Conditions (Annex E).

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

2. BIDDING INFORMATION:

2.1. RFP DOCUMENTS

The following annexes form integral part of this Request for Proposal:

- Annex A: Terms of Reference (TORs)
- Annex B: Layout / Drawing
- Annex C: Financial Offer Form
- Annex D: Vendor Registration Form
- Annex E: UNHCR General Conditions of Contracts for the Provision of Goods and Services – 2010
- Annex F: Relevant experience
- Annex G: UNHCR Code of Conduct (for consultancy services)]
- Annex H: Vendor confirmation of non-sanction

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this RFP by return e-mail to elahmady@unhcr.org as to:

- Your confirmation of receipt of this RFP
- 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 RFP by e-mail to Youssef El Ahmad, Supply Associate at elahmady@unhcr.org. **The**

deadline for receipt of questions is 23:59 hrs Lebanon time on 15/02/2022. 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. Bid Submissions sent directly to the e-mail address above will result in disqualification of the offer.

UNHCR will reply to the questions received as soon as possible by means of publication email to all invited bidders.

Supplier site visit before submission of proposals:

Bidder/contractor may pay a non-mandatory site visit to understand all necessary points and issues if UNHCR requested. Bidder/contractor may visit the project site to collect additional data and information

2.4 YOUR OFFER

IMPORTANT:

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

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 2.6) of this RFP.

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

Delivery place:

UNHCR Beirut Office - Lebanon

NRC in front of S&K Building, Nicolas Ibrahim Sursock Str, Jnah, Beirut & Beirut Governmental Hospital.

2.4.1 Content of the TECHNICAL OFFER (60%)

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 Terms of Reference (TORs) of the services requested by UNHCR can be found in **Annex A**. Clearly state and disclose any discrepancies with the specifications given.

Mandatory Requirement: Pass/Fail Criteria

2.4.3.1 The following two sets of documents shall be provided along with the Technical Offer. There are nine (9) pre-conditions that must be met by a bidder to qualify for further consideration. Pre-conditions are not ratable components of the technical offers.

Set 1: Company related documents:

1. The company registration documents (Commercial Circular, Registration certificate) / company should have been registered for a minimum of three (3) years.
2. Proof the company has relevant experience in supplying/installing relevant goods &/or services.
3. Documents proofing the company's financial soundness and stability.
4. Filled in, signed and stamped vendor registration form, if your company is not already registered with UNHCR. If already registered, please provide UNHCR Supplier ID number.
5. Signed and stamped UNHCR General Conditions of Contracts for the Provision of Goods and Services 2018 proofing acceptance of UNHCR general terms and conditions including payment terms which is within 30 days from the date of receipt of invoice following satisfactory delivery of goods / services.
6. Company must Fill, Sign and Stamp the Technical Offer Form **Annex A & B** to indicate the acceptance of the required technical specifications and delivery terms stipulated in Technical Requirements/Specifications.
7. **Confirmation to provide ballistic resistance testing certificate in accordance with the treat levels for bullets: 9mm 124gr. – 7.62mm 147gr. – 5.56mm, 55grs/ and other bullet of different size under the discretion of UNHCR's request.**
8. Contractor must agree to carry out the prescribed work "Supply & Delivery" and/or "Installation Service" under each service as per the TOR. *UNHCR may award the contract for "Supply and Delivery" of material to one supplier and another contract for the "Installation" to different supplier.*
9. Warranty for supplied Stainless Steel Woven Wire Mesh and installation works. One year warranty at least shall be offered.

Your technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

A) Company's General Profile

A description of your company with the following documents:

- Company profile, year founded, if multi-location company specify headquarter location, and audit reports for the past two (2) years.
- Total number of clients and value of each project in the last eight (8) years. Use (Annex F) to complete this part.
- Copy of any quality certificates of ISO or other relevant standards;
- UNHCR Vendor Registration Form: Please complete, sign and submit with your technical proposal the UNHCR Vendor Registration Form (Annex D).

Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the services.

B) General Organization Capability

- Please describe you firm's capability for managing the service requested;
- Supporting documents should describe the companies' structure and capacity.
- Organigram of the company and the proposed team for the project.

C) Relevance of Specialized Knowledge and Experience in similar projects

- Please list current and ongoing contracts that have direct relevance to this requirement;

- Provide evidence of successful completion of at least one similar contract including but not limited to the experience with UN Agencies, with other Humanitarian Organizations and with the private sector. For each completed contract, please include value of each completed contract and contact information for the primary client contact.
- Company must submit a technical data sheet for the quoted Stainless Steel Woven Wire Mesh as per the specifications.

D) Approach and Methodology

- Explain your firm's understanding of the shared TOR;
 - Provide a description of your firm's approach, methodology and timeline of how your firm would roll-out and implement the requested services outlined in the Terms of Reference (Annex A);
 - Proposed response time in line with the TOR requirements.
- **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**).

If your company is already registered with UNHCR, please submit an empty Vendor Registration Form clearly indicating your UNHCR Vendor ID.

- **UNHCR General Conditions for Provision of Goods and Services:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods and Services by signing **Annex E**.

However, please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for Provision of Goods and Services.

A supplier visit may be required to complement the narrative of the technical evaluation.

2.4.2 Content of the FINANCIAL OFFER (40%)

Your separate **Financial Offer** must contain an overall offer in a single currency, either in US Dollars, Euros or in the currency of your company's country.

The financial offer must cover all the goods / services to be provided (price "all inclusive").

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.

UNHCR is exempt from all direct taxes and customs duties. With this regards, 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. 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. Any activity undertaken or expenses incurred in preparation of a contract before an actual contract is signed shall be borne by the Bidder. An advance notice or information of award is not to be considered as a contract.

UNHCR will not provide any advance payments or payments by letter of credit. The standard payment terms are by bank transfer net thirty (30) days after acceptance of contractor's invoice and delivery of the goods to the and/or acceptance by UNHCR of the services.

2.5 BID EVALUATION:

Each proposal from a Bidder will be considered separately and independently. Bidders shall submit a complete proposal for each solicitation in which they wish to participate. References to previous or on-going proposals will be not considered. Award of a previous contract with UNHCR will not be considered in itself as a preference or guarantee for the award of future solicitations on the same subject.

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. The investigation involves consideration of several factors such as:

- Financial standing;
- Core business;
- Track record;
- Contract capacity.

Failure to provide the abovementioned documentation, might lead to disqualification.

2.5.2 Technical and Financial evaluation:

For the award of this project, UNHCR has established evaluation criteria which govern the selection of offers received. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

The technical component is comprised of two (2) Parts: Eligibility criteria and scored evaluation. The Technical offer will be evaluated using inter alia the following criteria and percentage distribution: 60% from the total score:

Eligibility Criteria (Pass / Fail):

Checking and verification of submitted tender documents by UNHCR Technical Evaluation Committee (TEC). UNHCR TEC will check the submitted eight (8) pre-condition tender documents and mark 'Pass' or 'Fail' against the conditions listed at point no. 2.4.3.1. Missing documents, if any, will be requested from the bidder. Bidder(s) refusing to provide missing document, when requested within a deadline, will be considered as disqualified. Others scoring 'Pass' to all requirements will qualify for further evaluation.

Technical evaluation criteria with a maximum score of 1000 points:

The **Technical proposal** will be evaluated using inter alia the following criteria and percentage distribution: **(60%)** from the total score.

Technical Evaluation Criteria:

Sr.	Description	Points
1.	Description of the company, company's qualifications and the general organization capability.	Maximum Points Obtainable 250
1.1	Company profile and year of establishment of the company	50
1.2	Number of previous and current projects in the last eight (8) years	50

1.3	Value of projects in the last eight (8) years	50
1.4	Recommendation from Clients	50
1.5	Quality Certificates such as ISO 9000, ISO 9001 or equivalent	50
2.	General Organization Capability	Maximum Points Obtainable 225
2.1	Please describe you firm's capability for managing the service requested;	75
2.2	Supporting documents should describe the companies' structure and capacity.	50
2.3	Organigram of the company and the proposed team for the project.	100
3.	Relevance of Specialized Knowledge and Experience in similar projects	Maximum Points Obtainable 300
3.1	Please list current and ongoing contracts that have direct relevance to this requirement;	100
3.2	Provide evidence of successful completion of at least one similar contract including but not limited to the experience with UN Agencies, with other Humanitarian Organizations and with the private sector. For each completed contract, please include value of each completed contract and contact information for the primary client contact.	100
3.3	Company must submit a technical data sheet for the quoted Stainless Steel Woven Wire Mesh as per the specifications.	100
4.	Approach and Methodology	Maximum Points Obtainable 225
4.1	Explain your firm's understanding of the shared TOR;	100
4.2	Provide a description of your firm's approach, methodology and timeline of how your firm would roll-out and implement the requested services outlined in the Terms of Reference (Annex A);	100
4.3	Proposed response time in line with the TOR requirements.	25

The Technical offer score will be calculated according to the percentage distribution for the technical and financial offers.

The cut-off points for submissions to be considered technically-compliant will be **35% out of the 60%.**

UNHCR may draw up a short list of 3-5 offers from the submissions received and expects to conduct due diligence steps (including visits) as part of the evaluation process

Clarifications of Proposals:

To assist in the examination, evaluation and comparison of proposals UNHCR may at its discretion ask the Bidder for clarification about the content of the proposal. The request for clarification and the response shall be in writing and no change in price or substance of the proposal shall be sought, offered or accepted.

The **Financial offer** will use the following percentage distribution: **40%** from the total score.

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

The maximum number of points will be allotted to the lowest price offer that is opened and compared among those invited firms. All other price offers will receive points in inverse proportion to the lowest price, e.g., $[\text{total Price Component}] \times [\text{US\$ lowest}] \div [\text{US\$ other}] = \text{points for other supplier's Price Component}$.

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.

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 should be in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.). The Technical and Financial offers shall be clearly separated.

The offers should be submitted electronically to email address LEBBETENDERS@unhcr.org

Please clearly state the following in **subject line** of the email:

- RFP/2022/004
- Company name
- Type of Offer: Technical or Financial
- Number of e-mails sent (for example: 1/2, 2/2)

Please follow the below instructions for submitting the offers via email:

- a. Format: PDF files (Preferred);
- b. Email size must not exceed **10 MB**;
- c. For big attachment over **10 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 email.
- e. If you are uploading number of small files, please move the files into a "ZIP folder" and send a zip file instead of each file individually.
- f. The Technical Offers and Financial Offers must be submitted in separate emails.
- g. All files must be free of viruses and not corrupted.
- h. UNHCR reserves the right to accept or reject any offers that is not following the email submission instructions.
- i. No other person from UNHCR to be copied on the tender emails otherwise the supplier may be disqualified.
- j. For any technical issues with submission of emails, the suppliers must contact this email address: elahmady@unhcr.org

Deadline to submit offers: 28 February 2022, 16:00 Hrs. Lebanon local time or earlier to:

LEBBETENDERS@unhcr.org

IMPORTANT:

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

Deadline: 28/02/2022, 16:00 hrs. Lebanon local 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.

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 **20 Mb** so it may be necessary to send more than one e-mail for the whole submission.

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, or allow split or partial awards on this project.

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 RFP will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions for the Provision 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 AND 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.



Muntasir Siddig,
Senior Supply Officer
Supply Unit
UNHCR Office - Beirut, Lebanon