

DATE: 17th February 2022
INVITATION TO BID:
ITB/HCR/AA/2022/002

FOR SUPPLY AND DELIVERY OF ESSENTIAL MEDICINES AND MEDICAL SUPPLIES FOR UNHCR
OFFICE OPERATION

CLOSING DATE AND TIME: 25 FEBRUARY 2022 - 23:59 HOURS (ETHIOPIA ADDIS ABABA LOCAL TIME)
only for Addis Ababa suppliers

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.

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 34 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environments, 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), Addis Ababa, invites qualified companies to make a firm offer for the supply of essential medicines and medical supplies.

IMPORTANT:

Exact details on specifications of required medicines and supplies are detailed in Annex B of this document.

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.

When a contract is awarded, either party can terminate the agreement only upon 90 days (3 months) notice in writing to the other party. The initiation of conciliation or arbitral proceedings in accordance with article 18 "settlement of disputes" of the UNHCR General Conditions of Contracts for provision of Goods shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

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 an integral part of this Invitation to Bid:

- Annex A: UNHCR General Conditions of Contracts for the Provision of Goods -2018
Annex B: Financial Offer form
Annex C: Vendor Registration Form (Applicable to new vendors only)
Annex D: UN Supplier Code of Conduct
Annex E: UNHCR E-Tendering Manual for the Suppliers

2.2 ACKNOWLEDGMENT

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

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid
- The source where you have acquired this tender document (e.g. E-Mail, Chamber of Commerce, UNGM website, printed media etc.)

REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to ETHADSMS@unhcr.org UNHCR Country Office in Ethiopia, Addis Ababa. **The deadline for receipt of queries are on 24 February 2021 - 17:00 HOURS Ethiopian time.**

IMPORTANT:

Please note that bid submissions are not to be sent to the e-mail address above.

UNHCR will compile the queries received and may, at its discretion, copy any reply to a particular query to all other interested 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 2.6) 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 contain all information required.

The technical details of the products requested by UNHCR can be found in **Annex B**.

Your technical offer should clearly state whether or not 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.

1. **Statutory Documents:** The company should provide a documented evidence of being duly licenced by the relevant Ethiopian authorities to engage in the relevant commercial activities in the country. The documents to be provided should include; a certificate of incorporation / registration certificate; vat certificate & company profile, Ethiopian Food and Drug Authority (EFDA) certificate of at least ten pages including printed brochures and product catalogues relevant to the goods procured.
2. **Incoterms:** The International Chamber of Commerce Incoterms 2010 shall apply for this ITB and any resulting Purchase Order (s).
3. **Delivery Terms:** The bidder shall state the leadtime in days required to deliver the goods ordered for. Lead-time for importation of goods in days, must be clearly stated where applicable.
4. **Mode of Delivery:** Delivery of the estimated requirement will be at gas stations through a fuel card system or a voucher systems. The successful bidder is expected to confirm availability of electronic fuel-filling dispensers in the locations requested or mechanism for checking of the fuel vouchers that can provide direct goods to UNHCR. Please Provide evidence to verify ownership, partnership or any other arrangement that will enable your firm to provide the products at the fuel stations. Submit a detailed description on the electronic fuel card and its mechanism reflecting UNHCR needs.
5. **Quality Standards:** You are requested to confirm in writing that your product adheres to the international specifications and standards for medicines. Products must be distillate suitable for use in Ethiopia and certified by pertinent authority.
6. **Certificate:** If available, the bidder shall submit a copy of internationally or locally recognized quality certificate for the finished product.
7. **Place of Inspection:** The Bidder shall state the place of Inspection.
8. **Bid Validity:** The bid submitted must remain valid for acceptance for at least 120 days from the Invitation to Bid closing date and Bidders must indicate the validity in the technical proposal.
9. **Experience:** The bidder should clearly indicate with supporting documents the past contracts or recommendation letters involving supply similar items from at least three companies / organizations.
10. **UNHCR General Conditions for Provision of Goods:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods by signing **Annex A and submitting it with the technical offer**
11. **UN Supplier Code of Conduct:** Your technical offer should contain your acknowledgement of the UN Supplier code of conduct by signing **Annex E and submitting it with the technical offer.**
12. **Warranty:** The bid shall include defects and liability period with terms of warranty
13. **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 place of manufacture of the products.

NOTE - 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**).

2.4.2 Content of the FINANCIAL OFFER

Your **financial offer** must be prepared in the Ethiopian Birr (ETB) currency.

UNHCR will make its best effort to select a company within this period. UNHCR's standard payment terms are within 30 days after delivery of goods and receipt of relevant documents.

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 regard, **price quoted has to be given without VAT.**

You are requested to hold your offer for (180) days from the deadline for submission. UNHCR will make its best effort to select a company within this period. The pricing model quoted in the supplier's offer will remain valid for 180 days. 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:

2.5.1 Supplier Registration:

The qualified suppliers will be added to the Vendor Database after investigation of suitability (conducting of due diligence) 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 technical evaluation as a supplier such as:

- Registration and fiscal certificates
- Business licenses
- Random/ periodic testing of the supplier's products.
- Ability to respond quickly to agency's needs.
- Timely delivery
- Dependability of products.

2.5.2 Technical and Financial evaluation:

All technical bids received from pre-qualified suppliers will be evaluated using a Pass / Fail criterion of the following components:

1. **Lead time delivery (1 week)- PASS/FAIL Mandatory**
2. **Specification conformity to UNHCR requirements – PASS/FAIL Mandatory**
3. **Financial standing-Bank statement for the last six months (July to December-2020) or the latest Audit Report - PASS/FAIL Mandatory**
4. **Incoterms – PASS/FAIL (should be confirmed in the technical document we prefer DAP). Mandatory**
5. **Bid Validity - PASS/FAIL Mandatory**
6. **Experience(contracts, work orders,reference letters) - PASS/ FAIL Mandatory**

7. Country of Origin of the supplier and place of goods manufacture - PASS/ FAIL Mandatory
8. Submission of signed UNHCR General Conditions for Provision of Goods - PASS/ FAIL Mandatory
9. Expiry date of medicines: should be 80%-70% remaining life shelf – PASS/FAIL mandatory
10. Submission of signed UN Supplier Code of Conduct - PASS/ FAIL. Mandatory
11. The company should provide a documented evidence of being duly licenced by the relevant authorities to engage in the relevant commercial activities in the country. The documents to be provided should include; **a certificate of incorporation / registration certificate; vat certificate, Ethiopian Food and Drug Authority (EFDA) certificate & company profile of atleast ten pages. PASS/FAIL Mandatroy**

Note:

BIDDERS MUST PASS ALL ABOVE CRITERIA TO QUALIFY FOR FINANCIAL EVALUATION

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.

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 BIDS:

The offer must bear your official letter head, clearly identifying your company name and the ITB reference number: **ITB/HCR/AA/2022/002. Bids must be submitted to the following link**

<https://etenderbox.unhcr.org/> in PDF format and detailed as below:

- i) In PDF Format, with a subject title reading: **ITB/HCR/AA/2022/002**
- ii) Attachment(s) including the completed, signed and stamped **Technical Offer**
- iii) Attachment(s) including the completed, signed and stamped **Financial Offer Form**

It is your responsibility to verify that all e-mails have been received properly before the deadline. Please note that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **25Mb** so it may be necessary to send more than one e-mail for the whole submission. Please indicate in the e-mail subject:

- i) ITB/HCR/AA/2021/002
- ii) Name of your firm with the title of the attachment
- iii) Number of e-mails that are sent (for example: 1/3, 2/3, 3/3).

IMPORTANT: Guidance on how to access/register and use UNHCR e-Tendering platform is attached to this tender document as Annex E.

IMPORTANT: Bids that are otherwise submitted, addressed and/or copied or sent to other addresses or individuals will be marked invalid and not considered for evaluation. Incomplete bids that do not comply with our Invitation to Bid – ITB/HCR/AA/2022/002 will not be considered.

The bid must be received on or/before 25 February 2022 at 23:59 hrs Ethiopian local time. UNHCR may at its discretion, extend the deadline for the submission of bids by notifying all prospective bidders simultaneously.

LATE SUBMISSION OF BIDS: Bids received after the deadline for submission of bids and bids transmitted in any other manner than the one indicated above will not be considered.

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 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 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.

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

Your **financial offer** must be prepared in the Ethiopian Birr (ETB) currency for local Supplier and International Suppliers. Payment will be made in accordance to 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 delivery by UNHCR business owner.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS

Please note that the UNHCR General Conditions of Contracts for the Provision of Goods -2018 (**Annex A**) 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.

Yours sincerely,


Isaac Mohamed

Senior Procurement Officer
UNHCR Country Office in Addis Ababa
Ethiopia, 18/02/2022