

DATE: 24 June 2022

REQUEST FOR PROPOSAL: No. 2022/RFP/010

**FOR THE ESTABLISHMENT
OF A FRAME AGREEMENT FOR THE PROVISION OF**

SUPPLY OF PRE-DESIGNED POWER SOLUTIONS FOR UNHCR OFFICES

CLOSING DATE AND TIME: 21/08/2022 – 23:59 hrs Geneva 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 five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 18,879 people in more than 137 countries continues to help about 89.3 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), invites qualified suppliers, manufacturers and service providers to make a firm offer for the establishment of Frame Agreements for the provision of supply of pre-designed power solutions for UNHCR offices

IMPORTANT:

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

UNHCR may award Frame Agreements with initial duration of three (3) years, potentially extendable for two (2) additional one (1) year periods (3+1+1 years). The successful bidders will be requested to maintain their quoted price model for the duration of agreement.

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 Frame Agreement / Service 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.

IMPORTANT:

When a Frame Agreement is awarded, either party can terminate the agreement only upon 30 days' notice, in writing to the other party.

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: Technical Specifications
- Annex C: Legal Documentation and UNHCR Requirements
 - I. General Conditions Goods and Services
 - II. General Conditions for Civil Works
 - III. Environmental Management Requirements
 - IV. Occupational Health & Safety Requirements
- Annex D: Vendor Registration Form
- Annex E: Technical returnable
- Annex F: Financial returnable

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this RFP by return e-mail to hercsik@unhcr.org, israel@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 hercsik@unhcr.org, israel@unhcr.org. **The deadline for receipt of questions is 23:59 hrs Geneva time on 08/08/2022.** 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 on UNGM and UNHCR websites and by email to all invited bidders.

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

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 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.

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

As part of their technical offer, the Bidder is to return the following mandatory documentation:

1. Company/consortium profile of maximum four (4) pages¹ including:
 - a. Brief company/consortium members' history
 - b. Structure of ownership/shareholding and details of parent company if the applicant is part of a group of companies.

¹ The description of the consortium profile should be synthesized within the prescribed maximum of four (4) pages. If it's absolutely required, it is possible to include selected annexes to ensure all requested information is provided for each consortium member. If any, such annexes should be clearly referenced in the four (4) page summary and strictly relevant to the information requirements. Additional details on company structure, ownership, and key management should be provided in Annex D (the Vendor Registration Form), which is required to be completed by every member of the consortium.

2. Audited financial statements of the company/lead company for the last three (3) complete fiscal years:
 - a. For a company, financial statements of parent company may be included if the parent company will guarantee the obligations of the applicant
 - b. For a consortium, financial statements of parent company may be included if the parent company of the lead company will guarantee the obligations of the applicant.

Interested consortia are requested to provide the following additional information:

3. Letter of Association (if bidding as a consortium), acknowledging that the lead company of the consortium submitting the bid has been duly vested with authority to legally bind the members and that, if they are awarded the contract, the lead company will enter into the contract with UNHCR, acting for and on behalf of all consortium members. The letter will be signed by an authorized signatory of each of the members of the consortium.

- **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; General Conditions of Contract for Civil Works; Environmental Management Requirements; and Occupational Health & Safety Requirements:** Your technical offer should contain your acknowledgement of these conditions and requirements signing the **Annex C** documents.

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

2.4.2 Content of the FINANCIAL OFFER

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 Returnable (Annex F). Bids that have a different price structure may not be accepted. The financial Offer shall be identical, with the same number of lines as in **Annex E: VI. BOQ _ Pre-designed power solutions** except that it shall contain price details. The **Annex E: VI. BOQ _ Pre-designed power solutions** document must not contain any price information as this would lead to the disqualification of the Bidder.

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 **180** 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.

UNHCR acknowledges, in the long-term, market conditions may unpredictably change. As a result, Contractors may be exceptionally allowed to submit a fully documented request for price revision, duly supported with relevant market index. UNHCR, at its sole discretion, will decide in due time on such a request. The provisions governing this process will be detailed in the Frame Agreements.

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 offer** will be evaluated using inter alia the following criteria and percentage distribution: **70%** from the total score:

Criteria	Percentage
Capacity to contract and respond to the Bidder Capacity Questionnaire (BCQ)	10%
Degree of adherence of the components of the proposed system to the functional specifications: <ul style="list-style-type: none"> • Proposed Pre-designed power solution: technical quality and methodology (32%) • Case scenarios with three fully 	60%

designed power solutions, approach and implementation plan (28%)	
Total:	70%

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

The cut-off point for submissions to be considered technically-compliant will be **35% out of 70%**.

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: **30%** from the total score.

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

The **Financial offer** will be evaluated using for each scenario the recommended PV and battery capacities. This is to ensure a fair comparison for Bidders that will propose a slightly different kWp_PV/kW_inverter and kWh_batteries/kW_inverter.

A maximum number of 30 points will be attributed to the lowest financial offer amongst the bids that passed the technical evaluation stage. Other financial offers will be given a proportional number of points to that lowest financial offer.

The below table represents the weight attributed to each category of pre-designed power solution and case scenario during the financial evaluation stage:

Criteria	Percentage
HRES	20%
GPV	20%
BESS	20%
Case scenario 1	10%
Case scenario 2	13%
Case scenario 3	17%
Total:	100%

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., [total Price Component] x [US\$ lowest] \ [US\$ other] = 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:

Bids must be submitted by file upload to eTenderBox, the online bid registration tool of UNHCR.

The eTenderBox can be accessed via the following URL: <http://etenderbox.unhcr.org>

In order to use eTenderBox, registration on the website is required. This registration is exclusively for eTenderBox and does not replace any other registrations for UNHCR applications. One Bidder should have only one registered email account in the system. Therefore, the Bidder must use only one eTenderBox account for managing its offers to UNHCR. In case the password is forgotten, that account cannot be used anymore and new registration is required. Registration Guide and User Manual of eTenderBox are available at the above URL.

IMPORTANT:

The Technical and Financial offers shall be clearly separated by uploading them to the appropriate category in the system. Failure to do so may result in disqualification.

Allowed extensions for files to upload are .doc, .docx, .xls, .xlsx, .rtf, .png, .jpg, .jpeg, .pdf, .txt, .zip, .ppt, .pptx, .bmp, .rar, .gif, .tif and .tiff. Executable files (.exe, .bat, .cmd...etc.) should not be uploaded. The maximum size limit per file is **10MB**.

Uploaded files can be amended by the Bidder while the tender is open. The selected files for upload are submitted when the 'Save & Submit' button is clicked on. Therefore, this button has to be clicked before the deadline expires. If done so, the selected files will be submitted and uploaded successfully even if the deadline expires during the file upload. It is the Bidder's responsibility to ensure that all files of the final offer are submitted by the tender expiration deadline.

Once the deadline for submission is expired, the bid will be automatically closed after which the uploaded files can be reviewed but options for additional upload and deletion of previously uploaded files are not available anymore. In order to ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline.

In case of technical query/issue regarding the eTenderBox, please send an email to the following helpdesk email address: hqsmsbid@unhcr.org

Deadline: 21 August 2022, 23:59 hrs (Geneva, CH, time).

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 LEGAL DOCUMENTATION AND REQUIREMENTS

Please note that the General Conditions of Contracts and General Conditions for Civil Works (**Annex C**) 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.



Signature

Fabrizio Bertora
Chief of Section, HQ Procurement
Division of Emergency, Security and Supply