

DATE: Thursday 28/07/2022

INVITATION TO BID: No. ITB-HCR-SYR-2022-44

**FOR THE PROVISION OF LIGHTING POLES AND INSTALLATION OF SOLAR STREET
LIGHT DEVICES**

CLOSING DATE AND TIME: 22nd August 2022 – 16:00 hrs. Syrian 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 17,878 people in more than 132 countries continues to help about 82.4 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> and www.unhcr.org/sy.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Aleppo Office, Syria invites qualified vendors to make a firm offer for the supply and installation of /725/ solar streetlights (referred to hereinafter as goods and services).

IMPORTANT:

Scope of work and technical specifications of the required goods and works are detailed in Annex 1 & 2 of this document.

Please note that figures have been stated in order to enable qualified vendors to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase the above quantity. Quantities may vary depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders.

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 Works shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures outlined therein may result in disqualification from the evaluation process.

QUALITY CONTROL THROUGHOUT THE IMPLEMENTATION PERIOD:

UNHCR will carry random quality inspections, including specific selected criteria for laboratory test to products or items selected by UNHCR or by an independent surveyor appointed by UNHCR from samples selected during production, upon departure, loading, unloading, arrival to destination or from any storage location.

The cost of the quality control inspections and laboratory tests will be covered by UNHCR.

In cases of supplier's quality default, in addition to the goods PO penalty clauses, the inspection and laboratory cost will be charged to the supplier.

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 1: Scope of Work
- Annex 2: Technical Specifications
- Annex 3: BOQ (Financial Bid Form)
- Annex 4: Drawings for Solar Street Lighting and Concrete Base
- Annex 5: Reporting Requirements & Contractor's obligations
- Annex 6: Location Map
- Annex 7: Breakdown of solar streetlights per location
- Annex 8: UNHCR General Conditions of Contracts for the Provision of Goods and Works
- Annex 9: Supplier's Code of Conduct
- Annex 10: Vendor Registration Form
- Annex 11: eTenderBox Supplier User Manual
- Annex 12: Declaration of Eligibility

2.2. ACKNOWLEDGMENT:

We would appreciate your informing us of the receipt of this ITB by return e-mail to M.Wasem Mouin, Sr. Supply Assistant at mouin@unhcr.org and copying Shahzad Khan Bangash, Supply Officer at bangash@unhcr.org acknowledging;

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

IMPORTANT:

Please note that Bid Submissions are **not** to be sent to the e-mail addresses above. Failure to comply with this provision may result in disqualification

Bids will **ONLY** be accepted when submitted via UNHCR eTenderBox as per details provided in section 2.6 "Submission of Bid" of this ITB.

2.3. PRE-BID MEETING:

Pre bid meeting is scheduled on **Tuesday 9th August 2022 at 11:00 AM**, Syria local time through Microsoft Teams App to brief eligible bidders on the scope of the work and provide any clarification required by the bidders on the tender's documents. Interested bidders are requested to send an email request by **Sunday 7th August 2022 before 15:00 hrs**, Syria

local time to M. Wasem Mouin, Sr. Supply Assistant at mouin@unhcr.org, as UNHCR shall contact you with all the required details prior to the conference date.

2.3.1. REQUESTS FOR CLARIFICATION:

Qualified vendors are required to submit any request for clarification in respect of this ITB by e-mail to M. Wasem Mouin, Sr. Supply Assistant at mouin@unhcr.org and copying Shahzad Khan Bangash, Supply Officer at bangash@unhcr.org.

The deadline for receipt of clarifications/questions is Monday 8th August 2022 on or before 15:00 hrs, Syria local time.

UNHCR will share consolidated responses to the queries as soon as possible with all eligible bidders and will also post them on UNGM website.

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 and only to the address provided in the "Submission of Bid" (section 2.6) of this ITB.

Your offer shall comprise the following documents:

- Financial offer
- Technical documents

2.4.1. Content of the TECHNICAL DOCUMENTS

The technical details of the products requested by UNHCR can be found in **Annex 2**. Your technical documents should clearly state whether or not the goods you are offering are fully conforming to the requirements.

The following details shall also be provided in the technical documents.

- a) **Incoterms:** DDP UNHCR Aleppo Incoterms 2010 shall apply for this ITB and for any resulting purchase orders(s).
- b) **Packing details:** The technical documents shall clearly indicate the packing and transport options (e.g., weight, volume, etc.).
- c) **Delivery Capacity:** The bidder shall state the mobilization time, ex-stock quantity and quantities available.
- d) **Certificate:** The bidder shall submit a copy of recognized quality certificate of the finished product.
- e) **Inspection:** Inspection and laboratory testing of goods may 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.

- f) **Samples:** UNHCR may request technically qualified bidder to arrange samples for inspection if required at supplier's cost which include cost of samples and delivery charges.
- g) **Place of Manufacture:** The technical offer shall state the place of manufacture of the products.
- h) **Warranty:** The bid shall include defects and liability period with terms of warranty of 06 months.
- i) **UNHCR General Conditions for Provision of Goods & Works:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods and Works by signing Annex 8.
- j) **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 at Annex 10.
- k) **Declaration of Eligibility:** Submit signed declaration of eligibility form at Annex-12.

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

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

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

2.4.2. Content of the FINANCIAL OFFER

Your **Financial Offer** must be in **SYR** or **EUR**.

IMPORTANT:

Please carefully consider the pricing model applicable to this invitation tender.

The prices offered should remain valid for 60 days.

The Financial offer is to be submitted as per the Financial Offer Form - BOQ (**Annex 3**). Bids that have a different price structure may not be accepted.

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

Bidders are requested to hold their offer valid for 60 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 receipt of goods/works and receipt of documents in order.

BANK ACCOUNT

UNHCR will not accept offers from companies that have not the following requirements in the vendor registration form (Annex 10):

a) Commercial bank account

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

لا ينظر بالعروض المقدمة من الشركات التي لا تمتلك حسابا مصرفيا تجاريا أو في حال عدم تطابق اسم الشركة الوارد في السجل التجاري مع اسم الحساب المصرفي

IMPORTANT: it is solely the bidder's responsibility to ensure that the Bank Account of the company is able to receive payments transferred by UNHCR Syria. UNHCR payments are exempt from OFAC Sanctions under Title 31 → Subtitle B → Chapter V → Part 542 → Subpart E → §542.513. UNHCR takes no responsibility for any unsuccessful transfers due to rejection by the Beneficiary Bank.

Please Note: UNHCR strongly encourages to have Commercial Bank Account. Bids with Personal bank account will not be accepted.

The current UN exchange rate can be accessed on <https://treasury.un.org/operationalrates/OperationalRates.php>

As the final destination of goods is Aleppo, Syria. It is the supplier's responsibility to make sure that the products are eligible for business according to local Syrian regulations.

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:**

All bids will be evaluated based on:

- i. Compliance with the UNHCR technical requirements,
- ii. Compliance with the project completion period of 90 days,
- iii. Compliance with the quality requirements
- iv. Unit cost of the items and transportation cost up to the requested destinations (as per Annex 3).
- v. Compliance with the eligibility criteria.

2.5.1 **Eligibility Criteria:**

- i. Minimum 3 years of experience in supplying similar goods.
- ii. Authorization from the manufacturer for supplying required items.
- iii. successful completed at least 1 contract of similar nature in the last 7 years. At least one contract should not be less than US\$ 200,000 or equivalent to any other currency. Submit completion certificate and details of contact person.
- iv. Submit financial soundness certificate from recognized bank or credit facility of US\$ 300,000 or equivalent to any other currency to establish their financial capacity.
- v. Audited financial statement for the last three years (2019, 2020, 2021).
- vi. Self-declaration on company's letterhead confirming that supplier is not on the UN sanctioned list.
- vii. Acknowledgement of UNHCR General Terms and Conditions for Goods and Works provided at Annex 8.
- viii. Acknowledgement of UN Supplier Code of Conduct provided at Annex 9.
- ix. Company Profile.
- x. Submission of Quality certificate of offered product with quotation
- xi. Submit catalogue / brochure for all offered items

- xii. Company registration certificate.

All the above criteria must be met, otherwise the bidder's submission will not be considered for further evaluation.

IMPORTANT: The above-listed documents should be submitted with your bids which are required to assess the legal status, capacity, prior experience etc. of your company. Companies not submitting them with their proposal may be contacted by UNHCR and given one more opportunity to submit them. Should these companies still not submit the missing documents, they will then be disqualified.

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:

The offers must bear your official letter head, clearly identifying your company.

DEADLINE ON SUBMISSION OF BIDS: No later than 22nd August 2022 16:00 hrs. Syrian Time
MANNER OF SUBMISSION: Proposals must be submitted via UNHCR's eTenderBox.

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.

Bids should 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 registration with UNHCR.

A supplier should have only one registered email account in the system. The supplier must use only that 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. For reference, the eTenderBox Supplier's User Manual is attached as Annex 11 of this tender document.

IMPORTANT:

The technical offer (including eligibility requirements) and financial offer are to be sent separately. 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, .mbp, .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 Supplier while the tender is open. The selected files for upload are submitted when the 'Save & Submit' button is clicked on. Therefore, this button must 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 Supplier'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. To ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline.

IMPORTANT:

Any bid received after submission deadline or sent to another UNHCR address shall be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders in writing and/or an announcement shall be posted at the UNHCR Syria website and/or UNGM. 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 service-provider

Deadline: on or before 22/08/2022 by 1600 hrs.

Bid submission is only through UNHCR eTenderBox

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 pre-qualified vendor 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

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 with 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 completion by UNHCR business owner.

The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods and/or services, receipt of the invoice (and supporting documents) and acceptance thereof by UNHCR. Due to sanctions (US-OFAC and EU) imposed on the Syrian Arab Republic, the completion of the payment process is subject to the receipt by UNHCR of the clearance provided by the vendor's nominated intermediary/beneficiary bank on accepting the electronic fund transfer.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS & Works.

Please note that the General Conditions of Contracts (**Annex 9**) will be strictly adhered to for the purpose of any future contract. The Pre-qualified vendor must confirm the acceptance of these terms and conditions in writing.

2.10 ZERO TOLERANCE POLICY

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

Yours Sincerely,

Shahzad Khan Bangash
Supply Officer
UNHCR
Aleppo, Syria

