

Amendment No.1

DATE: 19th August 2022

INVITATION TO BID: No. ITB/HCR/AA/2022/006

FOR THE ESTABLISHMENT

OF A TWO-YEAR LOCAL FRAME AGREEMENT FOR THE SUPPLY OF 20 & 10 LITERS RIGID JERRY CANS WITH LOGOS FOR UNHCR OPERATIONS IN ETHIOPIA WITH A POSSIBILITY OF ONE YEAR EXTENSION

CLOSING DATE AND TIME: 15th September 2022, 23:59 HOURS ADDIS ABABA LOCAL TIME

TENDER IS RESTRICTED TO ONLY ETHIOPIAN BASED VENDORS

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 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), Country office in Addis Ababa, Ethiopia, invites qualified suppliers to make a firm offer for the establishment of a two-year local Frame Agreement(s) with a possibility of one (1) year extension for the supply of an estimated quantity of **1,100,000 pcs** of 20 Litres, **2,200,000 pcs** of 10 litres rigid plastic jerry cans (referred to hereinafter as goods) for UNHCR Operations in Ethiopia.

IMPORTANT:

Exact technical specifications of the items are detailed in Annex B of this document.

UNHCR may award Frame Agreement(s) with initial duration of two (2) years, potentially extendable for a further period of one (1) year upon satisfactory evaluation of performance, for supplying 20 litres and 10 litres of rigid plastic jerry cans with logos to its operations in Ethiopia. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement.

The estimated requirement for two years with a possibility of one (1) year (2+1) is **1,100,000 pcs** of 20 litres, **2,200,000 pcs** of 10 litres of rigid plastic jerry cans.

Please note that figures have been stated to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase the above quantity. Quantities

may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Frame Agreement.

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 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.

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.

QUALITY CONTROL THROUGHOUT THE FRAME AGREEMENT:

UNHCR will carry random quality inspection checks 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 good's PO penalty clauses, the inspection cost will be charged to the supplier.

Sub-Contracting: Please take careful note of article 4 of the attached General Terms and Conditions (Annex A).

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: UNHCR General Conditions of Contracts for the Provision of Goods – July 2018
- Annex B: Technical Specifications for the 20 litres and 10 litres Jerry cans
- Annex C: Financial Offer Form
- Annex D: Vendor Registration Form (Applicable to new vendors only)
- Annex E: UN Supplier Code of Conduct
- Annex F: eTenderBox Supplier User Manual
- Annex G: eTenderBox Registration Guide

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.)

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 in respect of this invitation to bid by e-mail to **ETHADSMS@unhcr.org** UNHCR Country Office in Addis Ababa, Ethiopia. **The deadline for receipt of queries is 23:59 Hours on 30th August 2022.**

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 invited 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**.

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

A. Preliminary Evaluation (Administrative Requirements):

- **Statutory Documents (Mandatory):** 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 & company profile of at least ten pages.**
- **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**

- **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**.

Note: All bidders who don't provide all mandatory statutory requirements (above) will not proceed for further technical evaluation and will be disqualified.

B. Technical Evaluation Criteria: (Will be based on a PASS / FAIL CRITERIA)

- **Compliance with the UNHCR specifications of the Jerrycans :** All specifications included in the technical bid for the 20 litres, and 10 litres should be as per the established UNHCR specifications indicated in Annex B (technical specifications).
- **Delivery / Supply Capacity and leadtime:**
The bidder shall state the stock available for the 20 litres, 10 litres and / or lead-time required for importation or production (where applicable). Minimum Monthly Requirements shall be 30,000 Pcs to cover annual requirements of 360,000 Pcs
- **Quality Certificate:** If available, the bidder shall submit a copy of internationally recognized quality certificate of the manufacturing company or a copy of quality certificate for the finished product(s) issued by the appropriate Ethiopian authorities such as the Ethiopian Bureau of standards
- **Inspection:** Inspection and laboratory testing 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.
- **Incoterms:** The International Chamber of Commerce Incoterms 2010 - Delivery at place (DAP), Kality warehouse located in Addis Ababa shall apply for this ITB and for any resulting purchase order(s). Bidders should confirm that they will be able to deliver the goods ordered for to Kality warehouse.
- **Experience:** The bidder should clearly indicate with supporting documents the past contracts or recommendation letters involving supply of similar items from at least three companies / organizations.

IMPORTANT:

Testing of samples

The companies participating in the tendering process will be required to submit 1 (one) non-returnable sample for the 10 litres ,20 litres Jerry cans with UNHCR Logos before the submission deadline that will be tested for conformity by a Quality Inspection Companies selected by UNHCR. Approved Samples shall be part of the technical evaluation criteria.

The Sample will be delivered to the following address:

UNHCR Addis Ababa Kality Warehouses

NOTE: A vendor will have to obtain a Pass on all the above set evaluation criteria with an approved sample as per the quality checks / report to be considered further for financial evaluation.

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 a single currency preferably in United States Dollars (USD). If you opt for the latter and for evaluation purposes only, your proposal will be converted into US Dollars using the United Nations rate of exchange in effect on the submission closing date.

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.

The following details shall be provided for each item:

Unit costs: The bidder shall quote the unit price inclusive of the delivery / transportation charges to the UNHCR Addis Ababa warehouse. Any quantity or other discounts (e.g. volume discounts) shall be clearly indicated. The Unit Cost shall be broken down in a manner that can detail Percentage (%) of the raw materials Versus Local Materials as per annex C.

Note: Goods will be delivered to the following address:
UNHCR/AHADA warehouse, Akaki, Kality, Addis Ababa, Ethiopia
Behind Dan Technocraft, next to Police station
GPS coordinates: 8°55'11.9"N 38°46'03.5"E

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 financial offer valid for 180 days from the deadline for submission. UNHCR will make its best effort to select a company within this period. The price must remain valid for the duration of the Frame Agreement (2+1 years)

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 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 performance evaluation as a supplier such as:

- Random / periodic testing of the supplier's products,
- Ability to respond quickly to Agency's needs,
- Timely delivery,
- Dependability of products and services.

2.5.2 Preliminary, Technical and Financial evaluation:

2.5.2 a. Preliminary and Technical Evaluation Requirements:

The following criteria will be used to evaluate all bids from pre-qualified suppliers

Preliminary/Mandatory Documentations:

Preliminary/Mandatory Documentations:

All bidders who provide all mandatory documentation will proceed to further technical evaluation; failure to provide all the documentation will lead to disqualification.

S/No.	Mandatory Documentations	Pass/Fail
1.	Certificate of Incorporation	
2.	Tax Payer Registration Certificate	
3.	PIN/VAT Certificate	
4.	Company Profile	

All bids will be evaluated on the below stated technical criteria, it's a PASS/FAIL mandatory evaluation criteria for each technical requirement and failure in 1 or more criterion will result in disqualification.

S/No.	Technical Evaluation Criteria	Pass/Fail
1.	Compliance with UNHCR specifications (Include provision of Sample for Quality Inspection)	
2.	Delivery Capacity and lead time	
3.	Quality Certificate-Locally and Internationally relevant Certificate shall be accepted.	
4.	Incoterms	
5.	Experience- 2-3 Years Experience with other companies / organisations	

2.5.2 b. Financial Evaluation Requirements:

IMPORTANT:

The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has **PASSED** all the technical evaluation criteria and has been accepted by UNHCR as meeting the technical specifications.

For evaluation purposes only, the financial offers submitted in other currency other than Ethiopian Birr will be converted 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, labour, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

2.6 SUBMISSION OF BID:

The offer must bear your official letter head, clearly identifying your company name and the ITB reference number: **ITB/HCR/AA/2022/006**. **Submissions of bids is through the e-tendering link:**

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

- In PDF Format, with a subject title reading: **ITB/HCR/AA/2022/006**
- Attachment(s) including the completed, signed and stamped **Technical Offer**
- Attachment(s) including the completed, signed and stamped **Financial Offer Form**

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/2022/006 will not be considered.**

The bids must be received by UNHCR at the above e-tendering link on or/before 15th September 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. UNHCR encourages its prospective bidders to include people with disability category for the benefit of the concluded contract.

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.

PLEASE NOTE THAT PARTICIPATION IN UNHCR PUBLISHED TENDERS ARE FREE OF CHARGE, OF YOUR OWN FREE WILL, AND DOES NOT CARRY ANY PROMISE OR GUARANTEE THAT A CONTRACT WILL BE AWARDED TO YOUR COMPANY.

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 Contract or Purchase Order (PO) issued to the winning offer as a result of this ITB will be made in United States Dollars currency. 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.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES

Please note that the General Conditions of Contracts (**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,



Mohamed Riyale
Senior Supply Officer
Supply Management Services
UNHCR Representation Office
Addis Ababa, Ethiopia