

DATE: 22/11/2022

INVITATION TO BID: No. PAKIS/ITB/22/056

FOR SUPPLY AND DELIVERY OF PORTABLE SOLAR KITS

CLOSING DATE AND TIME: 05/12/2022 – 12:59 hrs. PST

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 six 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. OBJECTIVES & REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR) Office in Pakistan invites only qualified suppliers, traders and manufacturers who are registered in Pakistan to make a firm offer for the supply & delivery of Portable Solar kits to UNHCR-Pakistan.

The objective of this project is to provide clean energy access at household level to refugees to address their long-term renewable energy requirements in their communities in a sustainable manner. This ITB seeks to identify a vendor to carry out supply and delivery of solar portable kits in line with the details provided in this document and its annexes.

Under this project, the selected Vendor shall provide solar portable kits in line with specifications provided in Annex-A1. A solar portable kit will comprise of a solar panel, a fan, three (03) lights, mobile charger, battery and a main distribution unit with wiring and installation accessories required for installation of the kit.

A detailed instruction manual will be provided in each kit to provide a step-by-step guide for the installer. The language of the instruction manual shall be Urdu, Pashto, and Dari and this shall also have a pictorial information. In addition, **the vendor will be required to conduct a training-of-trainers session in the community** where these kits will be distributed. The location and number of participants for this training session shall be decided and communicated by UNHCR.

IMPORTANT:

Exact technical specifications of items and Terms of Reference (TORs) are detailed in Annex-A & A1 of this document.

The estimated quantities/requirement of UNHCR are specified as under.

<i>Item Description</i>	<i>Quantity</i>
<i>Supply and Delivery of Portable Solar Kits</i>	<i>6,000 Kits</i>

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 require the totality of the above quantity. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders.

Other United Nations Agencies, Funds and Programme shall also be entitled to the same prices and terms as those contained in the offers of the successful bidders within validity period or the successful bidder upon inquiry may extend the validity period and could form the basis for a Purchase Order with other UN Agencies.

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

QUALITY CONTROL THROUGHOUT THE CONTRACT 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 good's PO penalty clauses, the inspection and laboratory cost will be charged to the supplier.

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

Joint Venture (JV) / Consortium

Given the nature and scope of the project, a consortium of firms can apply as a Joint Venture (JV). A single JV can have a maximum of three parties, who will be considered as a single entity/bidder.

A bidder shall be an entity or any combination of entities in the form of a JV/consortium with a formal intent to enter into an agreement or under an existing agreement in the form of a JV/consortium who submits the bid for the Project. The consortium will be evaluated as a single entity where provision of the required documents from any of the partners will be sufficient to fulfil the criteria.

In the case of a JV/consortium,

- all partners to the JV/consortium shall be jointly and severally liable; and
- a JV/consortium shall nominate a representative to act as the lead partner who shall have the authority to conduct all business for and on behalf of all the partners of the JV/consortium during the bidding process and in the event the JV/consortium is awarded the Project.

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:	Terms of Reference (TORs)
Annex A1:	Technical Specifications of Portable Solar Kits
Annex B:	Technical Offer Form
Annex C:	Financial Offer Form
Annex D:	Vendor Registration Form
Annex E:	UNHCR General Conditions of Contracts for the Provision of Goods & Services – 2018
Annex F:	UN Suppliers Code of Conduct
Annex G:	eTenderBox Registration Guide
Annex H:	eTenderBox Supplier User Manual

Please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions of contract for Goods & Services and UN supplier code of conduct. Signed copies of Annexes E & F are not required at this stage.

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to PAKISSC@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).

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to PAKISSC@unhcr.org **The deadline for receipt of questions is 17:00 hrs. PST on 30th November 2022.**

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.

UNHCR will compile all questions / queries received and reply to the questions received as soon as possible by means of publication on its website <https://unhcrpk.org> and on UNGM **OR** by email to all interested bidders.

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.

Bidders are required to quote for all items of the portable solar kit, and bids will only be accepted for a complete kit. Therefore, partial and incomplete bids for any individual item will not be accepted.

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 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-A1**.

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 technical offer shall include the information requested in the Technical Offer Form. Please clearly state if your offered goods conform to the UNHCR technical specifications and requirements using **Annex B – Technical Offer Form**. Please fill out Annex-B with complete information regarding your offer for respective item(s), and it is mandatory to provide brands/pictures/Brochures of the offered item(s) to enable the technical evaluation committee to evaluate your technical offers correctly. Failure to provide filled/complete Annex-B in your technical offer may lead to “technical disqualification”.

The following details which comprise part of the Eligibility and Qualification Criteria should be provided in the Technical Part of your Offer.

Registration of Firm: The prospective bidder should be a company/firm having physical/legal presence in Pakistan, and shall provide copies of registration documents, like valid certificate of registration of the business, Articles of Incorporation etc. The core business must be in line with the manufacturing/supply of items as mentioned in Annex-A & A1.

Company Profile: The bidder shall provide complete company profile including description of the company and the company’s qualifications. A description of your company with the following information: (Relevant documents must be signed/stamped where applicable).

- i. Year founded and type of firm (e.g. Manufacturer, Distributor, Reseller);
- ii. Number of years of experience in supply of similar products/service;
- iii. If multi location company, specify locations of presence in the Pakistan.
- iv. Number of institutions the company has supplied same goods/services to. Please, provide contact details of such institutions. UNHCR at its sole option may decide to conduct reference checks of the quality of the products/service and level of after sales services provided by the bidder.

Financial Capacity: Your offer should include the Audited financial reports of the last three (3) years i.e., 2020-2021-2022 OR 2019-2020-2021. For at least two (2) reports, minimum turnover should be PKR 300 Million.

Relevant Experience: Provide details of ongoing or completed three (03) similar kind of projects i.e., supply/installation of solar portable kits. Similar projects may include solar procurement and installation projects and/or procurement of solar portable kits as following.

- For solar minimum capacity of a single project must be 200kW, AND/OR
- At least 1,000 solar portable kits procured in a single project.

Bidder has to provide copies of Purchase Orders (POs), Contracts, Agreements, or work orders etc. (showing duration, value, organization or firm name and contact details of the organization/s). All such documents should bear the name of the Bidder as vendor/ supplier.

Mandatory International Certifications: Provide copies of the following mandatory certificates.

- ISO9001
- ISO14001
- ISO18001 or 45001

Earnest Money/Bid Security: During the bid evaluation process UNHCR may separately request bidder(s) to provide bid security of PKR 1,000,000 in the form of a Demand Draft / Pay Order / Call Deposit from a bank with a minimum credit rating of “A”. Bidders are therefore **not required** to submit bid security with their offers. However, bidders must clearly state in “Annex B – Technical Offer Form” their **acceptance** to provide bid security if requested by UNHCR separately at any later stage of the procurement process.

Incoterms: The International Chamber of Commerce Incoterms 2010 shall apply for this ITB and for any resulting purchase orders(s). It shall be DAP - Delivered at Place, at mentioned location(s) as indicated in Annex C – Financial Offer Form annexed to this ITB. Potential supplier shall be responsible and shall cover all risks up to delivery locations mentioned in Annex-C.

Packaging of the Kit: Items of the solar kit should be packed in the following manners.

1. 1 x Box Contains Solar Panel, 3 x LED Lights, 1 x Distribution Box & Cables
2. 1 x Box Contains DC Pedestal Fan

The packing shall mark the Purchase Order number and any other identification information provided by UNHCR necessary for the correct handling and safe delivery of the goods.

Delivery Capacity: The bidder shall state the mobilization time, ex-stock quantity and quantities available after one and two weeks of production lead time. Bidder must be able to initiate delivery within 60 calendar days of issuance of the purchase order by UNHCR.

Inspection: Pre-delivery inspection 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. UNHCR shall also have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to the required specifications; payment for goods pursuant to the Purchase Order shall not be deemed an acceptance of the goods.

Place of Inspection: The bidder shall state the place of pre-delivery inspection (City, district), either at manufacturing or storage site.

Replacement of Defected/Broken Items: The bid shall mention the acceptance to replace the damaged/defected/broken items at site during inspection of deliveries. Clearly mention in Annex B – Technical Offer Form.

Vendor Registration Form: If your company has not been registered yet with UNHCR or has not received a valid Purchase Order for the past two (2) years, you should complete, sign and submit with your technical offer the Vendor Registration Form (Annex-D).

UNHCR General Conditions for Provision of Goods & Services: Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods (**Annex-B**).

UN Supplier's Code of Conduct: Your technical offer should contain your acknowledgement for adherence of the UN Supplier's code of conduct by confirming in **Annex-B**.

Alternative Products: If you have an alternative product(s) that fulfill the same function or offer better performance in terms of quality, cost-effectiveness, environmental impact, etc., we would like to ask you to include them in your offer in addition to the offer for items specified in Annex B.

Please note, that if these alternative products are deemed as viable alternative to the existing product pending an evaluation from our technical experts, we will be issuing a separate tender notice for purposes of establishing agreements for those.

2.4.3 Content of the FINANCIAL OFFER

Your **separate** Financial Offer is to be submitted as per the Financial Offer Form (**Annex-C**) and must contain an overall offer for all listed items in **USD**.

The following details shall be provided for each item:

Unit costs: Your quote shall have:

- i. The unit price must be inclusive of all charges including transportation up to the delivery addresses, i.e., UNHCR warehouses in Islamabad, Peshawar and Quetta.*

- ii. If the total price of a product differs from the stated total price at any line item in Annex-C, the unit price shall prevail. If the sum of total prices of all line items differ from the overall total price stated by the bidder, the line item total prices shall prevail.

UNHCR is exempt from all direct taxes and customs duties. Since UNHCR is undertaking local procurement, therefore, price has to be given without VAT/GST. If requested by the successful bidder, UNHCR shall obtain from authorities GST exemption, upon provision of all required documents by bidder.

You are requested to hold your offer valid for **180** calendar days from the deadline for submission. UNHCR will make its best effort to select a company within this period. In exceptional circumstances, prior to the expiration of the Bid validity period, UNHCR may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.

UNHCR's standard payment terms are within 30 days after satisfactory delivery/ implementation and receipt of documents in order.

The cost of preparing a bid, submission of sample including any related travel, is not reimbursable nor can it be included as a direct cost of the goods.

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;
- Lead time for delivery.

2.5.2 Technical evaluation:

Technical proposals will be evaluated in two stages as under. The bidder has to qualify in Stage-1 to be able for further technical evaluation (Stage-2).

Stage-1: Administrative / Eligibility Criteria

The administrative / eligibility component of the submission will be assessed using the below criteria. This component of the submission will be reviewed by the technical evaluation committee together with the technical component of the submission. Therefore, the bidders shall include in their technical offer enough relevant documents to satisfy the below administrative criteria.

Sr.	Administrative Criteria	Yes / No
1.	Company / Business Profile <i>Year founded, type of firm (e.g., Manufacturer, Distributor, Reseller), etc.</i>	Yes/No
2.	Company / Business Registration <i>Certificate of Incorporation / other Registration Documents etc.</i>	Yes/No
3.	UNHCR general conditions for the provision of goods & services acknowledged? (Refer to Annex-B)	Yes / No

4	UN Suppliers Code of Conduct acknowledged? (Refer to Annex-B)	Yes / No
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Stage-2: Technical Criteria

The technical component of the submission will be evaluated using the below **PASS or FAIL** criteria based on the sample kit submitted and the relevant information provided in Annex-B.

Sr.	Technical Criteria	Pass / Fail
1.	<p><u>Relevant Experience:</u> Details of the ongoing or completed three (03) similar kind of projects i.e., supply/ installation of solar portable kits. Similar projects may include solar procurement and installation projects and/or procurement of solar portable kits as following.</p> <ul style="list-style-type: none"> • For solar minimum capacity of a single project must be 200kW and/or • At least 1,000 solar portable kits procured in a single project. 	Pass/Fail
2.	<p><u>Compliance with the UNHCR Technical specifications:</u> Specifications for Solar Portable Kits meet the requirements mentioned in Annex – A1. All technical specifications and literature related to kits and their components is provided.</p>	Pass / Fail
3.	<p><u>Financial Capacity:</u> Audited Financial Statements for the last three Fiscal years 2019-2020, 2020-2021 and 2021-2022 OR three Calendar Years 2019, 2020, and 2021. For at least two of these years, minimum annual turnover is PKR 300 million.</p>	Pass / Fail
4.	<p><u>International Certifications:</u> Bidder has provided all the following ISO certifications. All these certifications are compulsory.</p> <ul style="list-style-type: none"> • ISO 9001 • ISO 14001 • ISO 18001 or ISO 45001 	Pass / Fail
5.	<p><u>Delivery Capacity:</u> Bidder has agreed to deliver the solar kits within 60-120 Calendar Days after issuance of Purchase Order.</p>	Pass / Fail
6.	<p><u>Replacement of Defected/Damaged/Broken Items:</u> Has the company accepted to replace the defected / damaged / broken item at site free of cost and without any charges?</p>	Pass / Fail

2.5.3 Financial evaluation:

The financial component will be analyzed for those bidders that pass the technical evaluation (Stage-1 & Stage-2).

- Compliance with the established UNHCR specifications,
- Unit cost DAP
- Lead Time
- Delivery capacity

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:

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. The eTenderBox Registration Guide and Use Manual are available at the above URL and provided as annexes to this ITB.

IMPORTANT:

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

Allowed extension 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.

Deadline: 05-December-2022, 12:59 hrs. PST

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 supplier's responsibility to verify that documents and correspondence have been submitted properly before the deadline.

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.

IMPORTANT:

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

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

Any Purchase Order (PO) issued as a result of this ITB will be made in PKR currency after converting the USD price into PKR as per prevailing UN exchange rate. 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 completion by UNHCR business owner.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS

Please note that the General Conditions of Contracts (**Annex-E**) will be strictly adhered to for the purpose of any future contract.

Prosper Dunia Mumanya
Senior Supply Officer
UNHCR-Islamabad, Pakistan