

**DATE: 3rd/02/2023**

**INVITATION TO BID: No. ITB/HCR/ABJ/02/2023**  
**SUPPLY & DELIVERY OF CLEANING CONSUMABLES & EQUIPMENTS IN**  
**NIGERIA.**

**CLOSING DATE AND TIME: [16th/02/2023] – 23:59 hrs**

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**INTRODUCTION TO UNHCR**

The Office of the United Nations High Commissioner for Refugees was established on 14 December 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and internally displaced people (IDPs) and resolve their problems worldwide. Its primary purpose is to safeguard the rights and wellbeing of refugees and IDPs. It also has a mandate to help stateless people.

In almost seven decades, the agency has helped tens of millions of people restart their lives. Today, with more than 17,300 women and men working in 135 countries, we work tirelessly to make a difference in the lives of 79.5 million forcibly displaced people and stateless individuals worldwide. 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 Representation of the United Nations High Commissioner for Refugees in Nigeria- Abuja invites respective bidders to make a firm offer for the supply and delivery of Cleaning Consumables and Equipment in its various **Abuja & Lagos, Ogoja, Maiduguri Sub Office** in Nigeria referred to hereinafter as goods & services.

**The cleaning consumable and equipment's for supply have been split into lots, Lot 1- Annex A cleaning materials - Abuja & Lagos office, Lot 2- Maiduguri Sub & Yola office, Lot 3- Ogoja Sub office. Bidders are allowed to provide their quote based on lot or provide quote for the entire 3 lots.**

<p><b>IMPORTANT:</b> Exact technical specifications of the item are detailed in Annex A of this document for each location.</p>
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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.

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.

UNHCR will signed an agreement with more than one bidder to establish multiple frame Agreements for the different offices having been awarded because of this tender and negotiate directly with the Supplier(s) to cater to future requirements of UNHCR or any other UN agencies.

**IMPORTANT:**

When a Frame Agreement is awarded, either party can terminate the agreement only upon 90 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 shall not be deemed to be a "cause" for or otherwise to be 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:**

UNHCR will carry random quality inspections, including specific selected criteria for laboratory test to products or items selected by UNHCR or by an independent survey or 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.

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

**NOTE: To continuing doing business with UNHCR as a supplier your company status must not be inactive in the cooperate affairs commission of Nigeria. In line with UNHCR procurement policy before we engaged any supplier, your company CAC status must be active in the cooperate affairs commission of Nigeria. Verify your company details by searching via this link <https://search.cac.gov.ng/list>**

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: Technical Specifications & Confirmation form (to be submitted signed, stamped)
- Annex B: Financial Offer form (*to be filled & submitted signed, stamped*)
- Annex C: UNHCR General Conditions of Contracts for the Provision of Goods and Services – 2018 (*to be submitted signed, stamped*)
- Annex D: Vendor Registration Form (*to be filled & submitted signed, stamped*)
- Annex E: Supplier Code of Conduct (*to be submitted signed, stamped*)
- Annex F: Notes on Avoiding Bid Rejection

## 2.2 ACKNOWLEDGMENT

We would appreciate you informing us of the receipt of this ITB by return e-mail to [camaraa@unhcr.org](mailto:camaraa@unhcr.org) [jibunoh@unhcr.org](mailto:jibunoh@unhcr.org) [wilsony@unhcr.org](mailto:wilsony@unhcr.org) [ohai@unhcr.org](mailto:ohai@unhcr.org) as to:

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

**Sending your confirmation of receipt will enable UNHCR to send you any updates or any changes in the tender documents. And the pre-bidding meeting on how to avoid your offers been scored low or fail in the evaluation process. A meeting invite will be sent to each mail address.**

**IMPORTANT:**

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

## 2.3 REQUESTS FOR CLARIFICATION

bidders are required to submit any request for clarification in respect of this ITB by e-mail to Senior Supply Officer at [camaraa@unhcr.org](mailto:camaraa@unhcr.org) copying Snr Supply Assistant [jibunoh@unhcr.org](mailto:jibunoh@unhcr.org) [ohai@unhcr.org](mailto:ohai@unhcr.org) Supply Associate [wilsony@unhcr.org](mailto:wilsony@unhcr.org)

The deadline for receipt of questions is **14th/02/2022, 23:59 hrs.**

**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 reply to the questions received as soon as possible by means an e-mail addressed to all the pre-qualified vendors concerned.

## 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 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 specification details of the goods requested by UNHCR can be found in **Annex A**. Your technical offer should clearly state whether 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 be provided in the Technical Offer **in clear PDF** copies, which will be evaluated and awarded a **pass or fail**. You need to score a pass in all the requirement before your offer will be consider for the financial evaluation.

S/N	Technical Offer Evaluation Requirement	Score
<b>MANDATORY ELIGIBILITY CRITERIA</b>		
1	Company registration documents, certificates of incorporation (CAC) Corporate affairs commission	Non-discretionary Pass/fail
2	Tax clearances certificate for the past 2 two years, i.e., from 2020 - 2021.	Non-discretionary Pass/fail
3	Bank Account Statement or audited report, for a period of 2020-2021 (2) years to confirm financial capacity of the company	Non-discretionary Pass/fail
<b>A- PRODUCT SPECIFICATIONS</b>		
1	Compliance of proposed items technical specifications with UNHCR technical specifications and completed, signed/stamped (Annex A);	Non-discretionary Pass/fail
2	Provision of Information on products quality (Certificate of Origin, Product catalogue: if available, and pictures /brochures of the items offered.	Non-discretionary Pass/fail
<b>COMPANY'S CAPACITY &amp; EXPERIENCE</b>		
1	The bidder shall provide the company Profile, year founded (Minimum (3) three years from bid submission deadline	Non-discretionary Pass/fail
2	<b>Similar work list of the last (1-3) three years:</b> the bidders will provide a list of similar works done in the last one-three years, Reference letters, POs etc.: to confirm previous experience in the procurement & supply of similar consumable items. it will be a simple list containing information about the procurement/supply/delivery work done brief description of work, organization name, total amount of contract. UNHCR may go for a reference check with any/all the organization with whom the bidders worked with	Non-discretionary Pass/fail
3	Delivery Time: The Bidder shall state the delivery time (in days) from ready to dispatch to destination upon issuance of PO.	Non-discretionary Pass/fail

#### 2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in a single currency in Nigeria Naira NGN.

**[IMPORTANT:**

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

The prices offered should remain valid for the duration of the contract/frame agreement.

The Financial offer is to be submitted as per the Financial Offer Form (ANNEX B). Bids that have a different price structure may not be accepted.

The following details shall be provided for each item:

**Unit costs:** [Using the above pricing structure and model], the pre-qualified vendor shall quote the unit price. Any quantity or other discounts (e.g., volume discounts) shall be clearly indicated.

UNHCR is exempt from all direct taxes and customs duties. With this regard, price must 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. The pricing model quoted in the Supplier's offer will remain valid for the duration of the Frame Agreement. 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.**

**The Incoterm for this procurement is delivered-at-place (DAP) (UNHCR OFFICE LOCATION): meaning the vendor agrees to pay all costs & bears the risks of moving the supplied goods or items to the specific UNHCR office.**

## **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:**

The technical component of the submission will be evaluated using the criteria **PASS or FAIL** criterion, using the exact same structure as outlined above and based on the requirements.

### **2.5.3 Financial evaluation:**

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

**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:**

Both offers must bear your **official letter head**, clearly identifying your company. Bids should be submitted by uploading all your document under the technical and financial category on the e-tender box site accessible via this link <http://etenderbox.unhcr.org> and all attachments should be in PDF format. (Copies of the PDF format documents may, as an addition, be included in excel or other formats etc., note also that the 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. The system can handle multiple uploads. The Mandatory commercial eligibility criteria, Technical and Financial offers shall be clearly separated.

Bids must ONLY be uploaded via URL: <http://etenderbox.unhcr.org>

**Deadline for submission: 16th/02/2023, 23:59 hrs**

### **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 pre-qualified vendors simultaneously.

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 pre-qualified vendor 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 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 because 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 of delivery 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 D**) 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.

Signature

Aminatou CAMARA  
Snr Supply Officer  
UNHCR Abuja  
Abuja FCT of Nigeria