

DATE: Tuesday 14 March 2023

INVITATION TO BID: No. ITB-HCR-SYR-2023-13

FOR THE PROVISION OF INDOOR SOLAR POWER LIGHTING SYSTEM

CLOSING DATE AND TIME: Tuesday 04 April 2023 – 16:00 hrs. Syria Local 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), Sub Office Aleppo, Syria invites qualified vendors to make a firm offer for the supply of Indoor solar power lightening System (referred to hereinafter as goods).

IMPORTANT:

Technical specifications of the required goods are detailed in Annex 1 of this document.

Please note that estimated quantities are provided in Annex-3 "Financial Offer Form" to enable qualified vendors to have an indication of the tender requirements. It does not represent a commitment that UNHCR will purchase the estimated quantities. Quantities may increase or decrease depending on the fund's availability and needs.

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 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 case of supplier's quality default, in addition to the goods PO penalty clause, 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: Technical Specifications
- Annex 2: Technical Compliance Sheet
- Annex 3: Financial Offer Form
- Annex 4: UNHCR General Conditions of Contracts for the Provision of Goods
- Annex 5: UN Supplier's Code of Conduct
- Annex 6: Vendor Registration Form
- Annex 7: eTenderBox Supplier User Manual
- Annex 8: Declaration of Eligibility

2.2. ACKNOWLEDGMENT:

We would appreciate your informing us of the receipt of this ITB by return e-mail to Lian Touma, Supply Associate at toumal@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 e-TenderBox as per details provided in section 2.6 "Submission of Bid" of this ITB.

2.3 REQUESTS FOR CLARIFICATION:

Qualified vendors are required to submit any request for clarification in respect of this ITB by e-mail to Lian Touma, Supply Associate at toumal@unhcr.org and copying Shahzad Khan Bangash, Supply Officer at bangash@unhcr.org.

The deadline for receipt of clarifications/questions is Monday 27th March 2023 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 1**.

Your technical documents should clearly state whether or not the goods you are offering are fully conforming to the technical requirements.

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

- a) **Incoterms:** DDP UNHCR Aleppo warehouse Incoterms 2010 shall apply for this ITB and for any resulting purchase orders(s).
- b) **Packing details:** The technical documents at Annex-1 shall clearly indicate the packing and transport options (e.g., weight, volume, etc.). Minimum packing requirements are provided at Annex-1.
- 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) **Shelf life and usable lifespan:** The bidder shall clearly state the recommended shelf life of the product, as well as the usable lifespan, i.e. the recommended usage period.
- f) **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.

- g) **Technical Compliance Sheet:** To be filled by bidder is provided at Annex-2.
- h) **Place of Manufacture:** The technical offer shall state the place of manufacture of the products.
- i) **Delivery terms and conditions:** DDP Aleppo (Deliver Duty Paid), to the UNHCR warehouse in Aleppo – Sheikh Najjar Area, Aleppo, Syria.
- j) **Warranty:** The bidder shall include defects and liability period with minimum terms of warranty of **one year**.
- k) **UNHCR General Conditions for Provision of Goods:** Your technical signed offer should contain your acknowledgement and signing of the UNHCR General Terms and Conditions for Goods at Annex 4.
- l) **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 6.
- m) **Declaration of Eligibility:** Submit signed declaration of eligibility form at Annex-8.

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

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 **ONLY** 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 at **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 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 6):

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 specification at Annex 1.
- ii. Compliance with the delivery period of 60 days,
- iii. Compliance with the Annex 2 "Technical Compliance Sheet".
- iv. Submit quality certificate for the offered goods.
- v. Submit financial soundness certificate from recognized bank or credit facility of USD 150,000 or equivalent to any other currency to establish financial capacity.
- vi. Acknowledgement of UNHCR General Terms and Conditions for Goods provided at Annex 4
- vii. Acknowledgement of UN Supplier Code of Conduct provided at Annex 5.
- viii. Submit signed Declaration of Eligibility Form at Annex-8.
- ix. Submit catalogue / data sheet for the offered items.
- x. Submit valid 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 offer which are required to assess the legal status, capacity of supplier etc. of your company. Companies not submitting above documents with their offer 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: on or before Tuesday 04 April 2023, 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 7 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 Tuesday 04 April 2023 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 4**) 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