



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 31 MARCH 2023

INVITATION TO BID: No. ITB/ZIMHA/2023/001

**FOR THE SUPPLY & INSTALLATION OF 5 (FIVE) HECTARE SOLARISED DRIP
IRRIGATION SYSTEM AT TONGOGARA REFUGEE CAMP, CHIPANGAYI, CHIPINGE**

CLOSING DATE AND TIME: 3 MAY 2023 at 1100 Hours Zimbabwe Time

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 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), [Office], invites qualified suppliers and manufacturers to make a firm offer for the supply and installation of 5 (five) hectares solarized drip irrigation system at Tongogara Refugee Camp, Chipangayi, Chipinge.

IMPORTANT:

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

SITE VISIT DATES: 13 April 2023 at 1000 Hrs at Tongogara Refugee Camp, Chipangayi, Chipinge

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 Programmes shall be entitled to the same prices and terms as those contained in the offers of the successful bidders.

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:

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. 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).

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
- 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 and Services – 2018
- Annex F: United Nations Supplier Code of Conduct

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to chimwane@unhcr.org as to:

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid
- Whether or not you will attend the site visit at Tongogara Refugee Camp.

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 dumbal@unhcr.org and at chimwane@unhcr.org. **The deadline for receipt of questions is 23:59 hrs on 20 April 2023. Bidders are requested to keep all questions concise.**

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 email to all invited bidders.

SITE VISIT

UNHCR will organize a supplier site visit on 13 April 2023 at 10:00AM. A maximum of two representatives per company is allowed. Names and contact details of the company's representatives must be provided, at least two working days in advance, by e-mail to chimwane@unhcr.org.

Participation to the site visit shall be at the bidders' own expenses. There will be no reimbursement from UNHCR.

Participation to the pre-tender conference is **strongly recommended given the complexity of the requirements**. However, after the site visit, a Questions & Answers document will be prepared and distributed by email to all invited 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.

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 A**. 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 following details shall also be provided in the Technical Offer.

- Description of the company and the company's qualifications

A description of your company with the following documents: company profile, registration certificate and last audit reports:

- Year founded;
- If multi location company, specify headquarters location;
- Number of similar and successfully completed projects;
- Number of similar projects currently underway;
- Total number of clients;

Include any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the services.

- Understanding of the requirements for services, proposed approach, solutions, methodology and outputs

Any comments or suggestions on the Terms of Reference(TORs)/Statement of Works (SOW), as well as your detailed description of the manner in which your company would respond to the TORs/SOW:

- A description of your organization's capacity to provide the goods and services;
- A description of your organization's experience in the supply of these goods and services.
- Compliance to the requirements stated in the TORs/SOW.

-Proposed personnel to carry out the assignment

The composition of the team you propose to provide.

- Curriculum Vitae of core staff. The bidders have to show that they can provide the adequately skilled people to assume the responsibilities and perform the full range of tasks included in the SOW.

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**).

UNHCR General Conditions for Provision of Goods and Services: Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods and Services by signing **Annex E**.

PLEASE NOTE THAT SUBMITTING AN OFFER IS DEEMED AS ACCEPTANCE OF UNHCR'S GENERAL CONDITIONS FOR PROVISION OF GOODS AND SERVICES & UNITED NATIONS SUPPLIER CODE OF CONDUCT

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial offer** must contain an overall offer in a single currency, either in US Dollars, Euros or in the currency of your company's country.

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 With INCOTERMS Delivered At Place (DAP) Tongogara Refugee Camp, Chipangayi. 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 regards, price has to 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 Contract or Purchase

Order. 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. Any activity undertaken or expenses incurred in the preparation of a contract before an actual contract is signed shall be borne by the Bidder. An advance notice or information of award is not to be considered as a contract.

UNHCR will not provide any advance payments or payments by letter of credit. The standard payment terms are by bank transfer net thirty (30) days after acceptance of contractor's invoice and delivery of the goods to the and/or acceptance by UNHCR of the services.

2.5 BID EVALUATION:

Each proposal from a Bidder will be considered separately and independently. Bidders shall submit a complete proposal for each solicitation in which they wish to participate. References to previous or on-going proposals will be not considered. Award of a previous contract with UNHCR will not be considered in itself as a preference or guarantee for the award of future solicitations on the same subject.

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:

For the award of this project, UNHCR has established evaluation criteria which govern the selection of offers received. Evaluation is made on a technical and financial basis.

All technical offers from bidders whose offers have been validated by the relevant Bid Opening Committee will be evaluated using the PASS/FAIL system based on criteria, inter alia, selected among those summarized as follows (outlined in Annex B):

No	EVALUATION CRITERIA	PASS/FAIL
i	Valid Trading License/Registration Certificate & Provision of Company Profile. Tax clearance certificate (Mandatory)	Pass/Fail
ii	Qualifications of key personnel. Profile/s of personnel have relevant profile and the project manager/lead has an excellent profile. (Mandatory)	Pass/Fail

iii	Compliance with the TORs/SOW (Annex A). Written confirmation that the items will meet the provided specifications. Mandatory	Pass/Fail
iv	Proof of similar projects successfully completed in the past 3 years and/or currently ongoing/ similar project currently underway (Mandatory)	Pass/Fail
v	Provision of 3 past client references for similar projects (Mandatory).	Pass/Fail
vi	A detailed proposal showing that the company understands requirements set out in the TOR and demonstrates methodology taken (Mandatory)	Pass/Fail
vii	Detailed work plan including proposed time schedule (Mandatory)	Pass/Fail

NOTE: Only offers whose technical proposal obtain a minimum of 6 (Six) PASS will be considered for the next step of Technical Conformity and acceptance of product samples Evaluation. Offers whose technical conformity and acceptance of product samples obtain FAIL will not be considered for Financial Evaluation.

PLEASE SUBMIT 4 (FOUR) COPIES OF THE TECHNICAL OFFER (ONE ORIGINAL & 3 COPIES)

2.5.3 Financial evaluation:

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

All bids from pre-qualified suppliers will be evaluated based on:

- Compliance with the established UNHCR specifications (Laboratory results),
- Unit cost in USD (VAT Excluded) with DAP (Delivery at Place) Tongogara Refugee Camp, Chipangayi, Chipineg
- Total Cost (VAT Excluded)
- Delivery capacity

IMPORTANT: For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars 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 offers must bear your official letter head, clearly identifying your company.

Bids should be hand delivered and submitted to the address below:

ITB/ZIMHA/2023/001 – SUPPLY & INSTALLATION OF 5 HECTARE SOLARISED IRRIGATION SYSTEM

BID OPENING COMMITTEE

UNHCR
BLOCK 8 ARUNDEL OFFICE PARK
NORFOLK ROAD, MT. PLEASANT
HARARE

Proposals shall be submitted into Tender Box and must be sealed in an outer and two inner envelopes as detailed below:

- 2.6.1 The outer envelope should be marked and addressed as above and shall indicate the tender number, your firm's name, contact numbers, and address;
- 2.6.2 The first inner envelope will contain the full technical component of the offered product, the vendor registration form and other relevant registration documentation inclusive of company profile, etc and shall be marked "TECHNICAL COMPONENT";
- 2.6.3 The second inner envelope shall be marked "PRICE COMPONENT" and include your signed and stamped financial offer.

Both inner envelopes shall indicate your firm's name and address and reference tender number.

IMPORTANT:

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

Deadline: 3rd MAY 2023 at 1100 Hours Zimbabwe Time (GMT + 2 HOURS)

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.

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, or to allow split or partial awards.

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 the currency of the winning offer(s). 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 AND SERVICES

Please note that the General Conditions of Contracts (**Annex E**) 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.

Supply Associate
UNHCR Harare, Zimbabwe

SUPPLY & INSTALLATION OF 5 (FIVE) HECTARE SOLARISED DRIP IRRIGATION SYSTEM AT TONGOGARA REFUGEE CAMP, CHIPANGAYI, CHIPINGE**TECHNICAL SPECIFICATIONS****SMALL SCALE DRIP IRRIGATION SYSTEM (5 Hectares)**

The contractor is expected to supply and install a solarised 5ha Drip irrigation system drawing water from the nearby night storage dam using a pumping unit. The 5ha has divided into 0.25ha irrigation plots that will be adequately irrigating as per schedule agreed by the contractor and UNHCR officers.

The drip system components should include but not limited to the components below:

Components of the system

- Solar powered Pumping unit
- Disc Filtration system
- Valves (Pressure Regulating and Control)
- Flow meter
- NRVs
- Suction pipes
- Pipeline, Accessories and fittings
- **Dripper lines (1mm wall thickness -Aries 16010)**
- **Drip line spacing should be 1.2m**
- **Drip Field dimensions is approx. 510m by 109m**
- Clusters (Air valves, Control valves, etc.)
- Electrical control panel

The contractor is highly encouraged to use an integrated system approach in all installation works.

GENERAL CONDITIONS:

The bidding contractor is expected to competently show all calculations, methodology, Bill of quantities, costing and timelines of all works required above using Zimbabwean standards.

Below is a diagram showing the schematic layout of the field under development.

