



**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/2023/004**

**FOR THE SUPPLY AND DELIVERY OF PORTLAND CEMENT 32.5R**

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

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## **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), Representation in Zimbabwe, invites qualified suppliers and manufacturers to make a firm offer for the supply and delivery of Portland Cement to Tongogara Refugee Camp, Chipangayi, Chipinge (referred to hereinafter as [goods]).

### **IMPORTANT:**

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

The estimated requirement of UNHCR is specified in Annex C.

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 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.

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 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).

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 – 2010

**2.2 ACKNOWLEDGMENT**

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

- 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 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 [chimwane@unhcr.org](mailto:chimwane@unhcr.org). **The deadline for receipt of questions is 2359Hrs on 20 April 2023.**

**IMPORTANT:**

Please note that Bid Submissions are **not** to be sent to the e-mail address above. Failure to comply with this provision may result in disqualification

UNHCR will reply to the questions received as soon as possible through emails copying other prospective bidders. Any clarifications will be channeled through exchange of the Above mentioned email addresses.

## 2.4 **YOUR OFFER**

**IMPORTANT:**

Cancellation of Solicitation: UNHCR reserves the right to cancel a Solicitation at any stage of the procurement process prior to final notice of award of a contract.

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 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.

**Incoterms:** The International Chamber of Commerce Incoterms 2010 shall apply for this ITB and for any resulting purchase orders(s).

**Packing and container utilization details:** The technical offer shall clearly indicate the packing and transport options (e.g. weight, volume, etc.) in compliance with the packing and transport requirements part of **Annex B** to this ITB. (These are minimum packaging requirements).

**Production/Storage Capacity:** The bidder shall state annual production/storage capacity.

**Delivery Capacity:** The bidder shall state the mobilization time, ex-stock quantity and quantities available after one, two, three and four weeks of production lead time.

**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.

**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.

**Batch and Supplier Identification Marks:** The successful bidders will be expected to affix a non-removable and permanent marking on each individual item clearly identifying the production batch and the supplier. Your technical offer should contain the details on how you would implement such markings (as indicated in the technical specifications of the products found in Annex B).

**Country of Origin of the Supplier and place of Manufacture:**

The technical offer shall state the country in which the supplier is registered as well as the country and place of manufacture of the products.

**Certificate:** If available, the bidder shall submit a copy of internationally recognized quality certificate of the manufacturing company together with a copy of quality certificate for the finished product.

**IMPORTANT:**

**Pre-qualification of samples**

The companies may be contacted at a later stage during the bids evaluation with a request to send 1 (one) reference sample of the product(s) to the following address:

UNHCR Harare, Zimbabwe  
Block 8 Arundel Office Park  
Norfolk Road, Mt. Pleasant  
Harare, Zimbabwe

**Failure to provide the requested sample upon request from UNHCR offer will result in disqualification of the offer.**

**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.**

#### **2.4.2 Content of the FINANCIAL OFFER**

Your separate **Financial offer** must contain an overall offer in a single currency, in US Dollars.

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 with INCOTERMS Delivery At Place. The unit cost shall be provided for the supply of product in bags as well as palletized. 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 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. Any activity undertaken or expenses incurred in 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**

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 ( <b>Mandatory</b> )	Pass/Fail
ii	Product Specifications, packaging and transportation options (Mandatory)	Pass/Fail
iii	INCOTERMS: Price shall be given for product plus delivery to Tongogara Refugee Camp, Chipangayi, Chipinge (DAP - Delivered At Place). <b>Mandatory</b>	Pass/Fail
iv	Production/Storage or Stockholding Capacity ( <b>Mandatory</b> )	Pass/Fail
v	Delivery Capacity: State the mobilization time, ex-stock quantity and quantities available after one, two, three and four weeks of production lead time (Mandatory)	Pass/Fail
vi	Provision of 3 past client references for similar projects ( <b>Mandatory</b> ).	Pass/Fail
vii	Detailed work plan including proposed timelines for deliveries (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,
- Unit cost in USD (VAT excluded) with DAP (Delivery At Place) Tongogara Refugee Camp, Chipangayi, Chipinge
- Total Cost USD, VAT Excluded
- Delivery capacity.

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/2023/004 – SUPPLY & DELIVERY OF CEMENT**

**THE BID OPENING COMMITTEE  
UNHCR  
BLOCK 8 ARUNDEL OFFICE PARK  
NORFOLK ROAD, MT. PLEASANT  
HARARE**

The bid shall be contained in an outer envelope containing two inner envelopes as described below:

2.6.1 All envelopes shall indicate your firm's name and address plus the tender reference

2.6.2 The first inner envelope shall be marked "TECHNICAL COMPONENT" and shall contain the full technical component of your offer

2.6.3 The second inner envelope shall be marked "PRICE COMPONENT" and include your signed and stamped financial offer

**IMPORTANT:**

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

**Deadline: 3 MAY 2023 at 1100Hrs**

**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.

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 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

**DESCRIPTION OF THE ITEM: PORTLAND CEMENT 32.5R**

1. **Packaging:** 50 kilogrammes bag

**2. Package design:**

***Mandatory:*** The cement bag must be suitable for multi-modal transport, suitable to withstand rough handling by long-distance road transport, suitable for multi-time manual handling, suitable for stacked storage of several metres high.

**SUPPLY AND DELIVERY OF PORTLAND CEMENT 32.5R**

Supplier Name:	
Contact Name:	
Contact Phone Number:	
Contact Email Address:	

ITEM	DESCRIPTION OF CRITERIA	PASS/FAIL	DOCUMENTATION ATTACHED TO YOUR SUBMISSION (YES/NO) & ADDITIONAL COMMENTS FROM SUPPLIER
1	Valid Trading License/Registration Certificate & Provision of Company Profile. Tax clearance certificate <b>(Mandatory)</b>	Pass/Fail	
2	Product Specifications, packaging and transportation options <b>(Mandatory)</b>	Pass/Fail	
3	INCOTERMS: Price shall be given for product plus delivery to Tongogara Refugee Camp, Chipangayi, Chipinge (DAP - Delivered At Place). <b>Mandatory</b>		
4	Production/Storage or Stockholding Capacity <b>(Mandatory)</b>	Pass/Fail	
5	Delivery Capacity: State the mobilization time, ex-stock quantity and quantities available after one, two, three and four weeks of production lead time <b>(Mandatory)</b>	Pass/Fail	
6	Provision of 3 past client references for similar projects <b>(Mandatory)</b> .	Pass/Fail	
7	Detailed work plan including proposed timelines for deliveries <b>(Mandatory)</b>	Pass/Fail	
		Date:	
		Signature:	
		Name & Position:	
		Company Stamp:	

**SUPPLY & DELIVERY OF CEMENT**

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE EX WORKS (USD)	TRANSPORT PRICE PER TON TO TONGOGARA REFUGEE CAMP	DAP PRICE TONGOGARA REFUGEE CAMP (PER TON)	TOTAL AMOUNT (USD)
Cement, Portland, 32.5	600	TON				
					VAT	
					TOTAL PRICE INCLUDING VAT	

VALIDITY OF OFFER:.....

COMPANY: \_\_\_\_\_

COMPANY STAMP

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

DATE: \_\_\_\_\_

CONTACT NO: \_\_\_\_\_

**NOTES:**

1. All prices to be given DAP TONGOGARA REFUGEE CAMP, CHIPANGAYI, CHIPINGE, Zimbabwe
2. Prices must be provided without VAT: the VAT component to be shown separately
3. UNHCR reserves the right to accept whole or part of your bid offer
4. Offers must be valid for 180 days from deadline of submission