

**UNHCR**United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés**DATE: 21/11/2023****REQUEST FOR EXPRESSION OF INTEREST: 2023\_EOI\_013****FOR THE PROVISION OF MEDICAL ITEMS****TO UNHCR OFFICE IN GENEVA****CLOSING DATE AND TIME: 05/12/2023 – 23:59 hrs CET**

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**1. 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 seven decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 17,800 people in more than 130 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 environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

**2. Description of requirements:**

**2.1** UNHCR intends to establish new Frame Agreements for the supply of Medical Items to its office in Geneva for the year 2024 and beyond. The purpose of this EOI is to assess the market and avail capacity of suppliers to deliver the items as per UNHCR requirements, prior to launching a tender. The items listed in Annex A represent an indication and may vary by the time of tender launch.

**2.2** Attached you will find for your information an indicative list of items to be supplied.

**2.2.1 Mandatory requirements to be noted:**

To be shortlisted for further potential tender:

- a. UNHCR requires your entity to be a legally registered and functioning pharmacy for at least 2 years, or a company selling the items listed in Annex A.
- b. UNHCR requires the supplier to have an item coverage of 80% for the list of items in Annex A.
- c. UNHCR requires the supplier to adhere to shelf life for the items as indicated in column K of Annex A.
- d. UNHCR requires the supplier to have the capacity to deliver the items ordered within a period of maximum 7 calendar days to DAP UNHCR HQ Geneva under the relevant Purchase Order(s) that shall be issued.
- e. UNHCR might issue Purchase Orders to the supplier further to the establishment of a Frame Agreement.

**2.2.2 The list of required items can be found in Annex A**

**2.3** In the annex B, you will find UNHCR General Conditions of Contracts for the Provision of Goods and Services 2018. The terms and conditions are applicable for doing business with UNHCR and the expression of your interest by default constitutes your agreement to these Conditions.

**2.4** This EOI does not constitute a solicitation. UNHCR reserves the right to change or cancel the requirement at any time during or after the EOI. UNHCR also reserves the right to require compliance with additional conditions as and when issuing a formal solicitation. Submitting a reply to the EOI does not guarantee participation in the solicitation when issued.

### **3. Requests for clarification**

Vendors are required to submit any request for clarification in respect of this EOI by e-mail to Mariana Anaya Villafana, Senior Supply Assistant, at [anayavil@unhcr.org](mailto:anayavil@unhcr.org) with Levon Hovsepyan [hovsepya@unhcr.org](mailto:hovsepya@unhcr.org) in copy.

**The deadline for receipt of questions is 23:59 hrs CET on 28<sup>th</sup> November 2023.**

**IMPORTANT:** Please note that EOI Submissions are **not** to be sent to the staff member and e-mail addresses above.

UNHCR plans to reply to all questions shortly after they are received. UNHCR may, at its sole discretion post the list of compiled questions on-line on UNGM and UNHCR websites.

### **4. Registration with UNGM**

Vendors are encouraged, if not already done, to register their companies with the United Nation Global Marketplace at [www.ungm.org](http://www.ungm.org).

### **5. Submission content (What to submit in your Expression of Interest)**

The following documents are to be submitted as part of your EOI submission:

1. Signed expression of interest
2. Company registration documents and i.e. evidence of functioning as a pharmacy for the last 2 years, or as a company with at the least one (1) contract of similar nature, scope and amount within the last 2 years.
3. Technical specifications of products – ONLY provide a confirmation in EOI about the item coverage and the list of certification/documentation available under Annex A. The certificates or related documents are not required to be submitted at this stage.

#### **Column L:**

Indicate availability of the item. Use alphabet 'x' to indicate available, leave blank if unavailable. Indication of availability means your entity has the item and can deliver it to UNHCR HQ in Geneva within 7 calendar days after the issuance of relevant Purchase Order.

#### **Columns N to S:**

Indicate availability of the certificate/ document as applicable per item. Use alphabet 'x' to indicate available, leave blank if unavailable. This information is required for each item as applicable during the future tender technical review process of compliance with quality assurance standards. No certificates should be provided at this stage. At this stage it is ONLY required to provide a confirmation in the EOI submission what certificates/documents can be produced among those mentioned below.

4. Duly filled in and signed UNHCR Vendor Registration form (if not already registered with UNHCR as a vendor), here attached as Annex C.

### **6. Submission of EOI (How to submit your Expression of Interest)**

EOI should be submitted by file (only in PDF) upload to eTenderBox, the online bid registration tool of UNHCR.

The eTenderBox can be accessed via the following URL: <https://etenderbox.unhcr.org>  
Please use the 'Technical documents section' to upload your documents.

In order to use eTenderBox, registration on the website is required. This registration is exclusively for eTenderBox and does not replace any other registrations for UNHCR applications. One Supplier should have only one registered email account in the system. Therefore, the Supplier must use only one 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. Registration Guide and User Manual of eTenderBox are available at the above URL.

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 has to 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 EOI 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. In order to ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline.

**Closing date for receipt of EOI: 5<sup>th</sup> December 2023 23:59 hrs CEST**

**IMPORTANT:**

UNHCR may, at its discretion, extend the deadline for the submission of EOIs, by notifying all prospective parties simultaneously.

**Annexes:**

Annex A: Technical Specifications

Annex B: UNHCR General conditions of contract 2018

Annex C: UNHCR Vendor registration form