

Bid Procedures: Establishment of Frame Agreements for the Supply of Core Relief Items (CRI)

Reference:

Invitation to Bid No. 2024/ITB/002



Division of Emergency, Security and Supply

What we will cover today:

1. General Scope
2. Procurement Schedule
3. ITB Documents
4. Bid Content
5. Evaluation Criteria
6. Bid Submission
7. Award of Contract

1. General Scope

| | |
|---------------------------------|---|
| Lots | Tender divided into lots; Each item has a specific lot (LOT 1-9) |
| Goods' Country of Origin | Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, Sudan, Uganda, Tanzania. |
| Delivery Locations | Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, Sudan, Uganda, Tanzania, but <u>NOT EXCLUSIVE</u> |
| Evaluation Basis | Lowest evaluated bid that meets technical requirements. |
| Type of Contract | Frame agreements with multiple suppliers. |
| Contract Period | 2+1+1+1 |
| Price Revision | Allowed after the 1st year . |



Estimated annual requirements are indication.

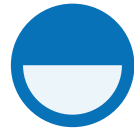
Other UN Agencies can use the Frame Agreement.

2. Procurement Schedule



Issue Date

16 February 2024



**Pre-bid
Conference**

5 March 2024



**Last Day for
Questions**

25 March 2024



**Bid
Submission**

22 April 2024

3. ITB Documents

| | | |
|---------------------|---|---|
| Cover Letter | | Instructions on how to participate. |
| Annex A | Technical Specifications (Lot 1-9) | Description of the technical requirements of each product. Each lot has different specifications. |
| Annex B | Technical Offer Form (Lot 1-9) | Form to be filled by bidders to demonstrate compliance with technical requirements. Includes Annex B-1 for each item. |
| Annex C | Financial Offer (Lot 1-9) | Form to submit the prices for each item and each location |
| Annex D | Vendor Registration Form | Form to collect essential information from bidders to be considered for participation. |
| Annex E | UNHCR General Conditions of Contracts for the Provision of goods | Standard contractual provisions that are mandatory to participate. |
| Annex F | UN Supplier Code of Conduct | Minimum standards for suppliers to adhere to safe working conditions, fair and respectful treatment of employees, and ethical practice. |
| Annex G | Key Performance Indicators | Indicators to assess the performance of suppliers during contract implementation. |

4. Bid Content

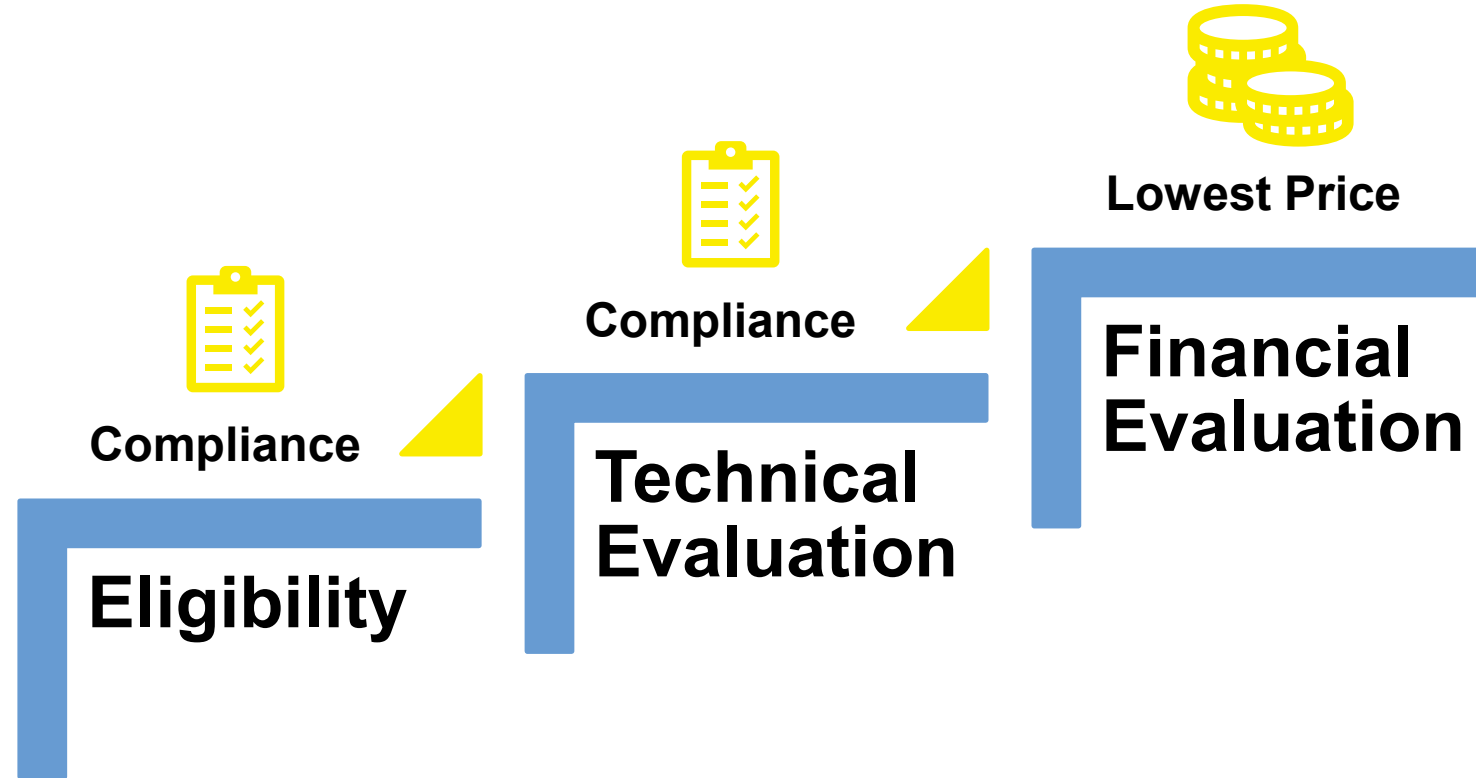
| Offer | No. | Documents |
|------------------|-----------|--|
| Technical | 1. | Vendor Registration form filled and signed (Annex D) including certificate of registration. |
| | 2. | Cover letter with acceptance of UNHCR General Conditions of Contracts of Goods and UN Supplier Code of Conduct; |
| | 3. | Technical Offer Form filled and signed (Annex B) per lot including bidder's qualification, experience, production capacity, delivery capacity, quality management system, sustainability and financial capacity. |
| | 4. | Bidder's technical specification for each lot (Annex B-1) including photos and other relevant information. |
| | 5. | Supporting documentation: Certificates, laboratory test, audit reports, joint venture agreement (if applicable), photos and other relevant information (refer to ITB). |
| Financial | 6. | Financial Offer Form (Annex C) filled and signed per lot including applicable incoterm and location. Single currency (USD, EURO or currency of company's country). |



Bids shall be prepared in English.

Bidders need to consider specific documentation and procedures required in the ITB.

5. Evaluation Criteria



Evaluation Basis

Technically compliant bids with lowest price.

6. Eligibility

| No. | Criteria | Evaluation method |
|-----|--|-------------------|
| 1. | Vendor is legally registered (business registration) | PASS/FAIL |
| 2. | Acceptance of UNHCR Terms and Conditions for Goods | PASS/FAIL |
| 3. | Acceptance of UN Supplier Code of Conduct | PASS/FAIL |
| 4. | Financial stability and adequate capacity to perform the contract. | PASS/FAIL |



Registration on the UNHCR supplier platform is also required to participate in this tender.

7. Technical Evaluation – *First Stage*

| Requirements | No. | Criteria | Evaluation method |
|--|----------|---|-------------------|
| Company's qualification | 1 | Experience: Minimum 3 contracts of similar value, nature and complexity implemented within the last 5 years. | PASS/FAIL |
| | 2 | Production/manufacturing capacity in the region | PASS/FAIL |
| | 3 | Management systems: The bidder shall have quality management systems and occupational health and safety management system. | PASS/FAIL |
| | 4 | Sustainability: Capacity or demonstrated commitment to plan, integrate and implement measures in the execution of the contract. | PASS/FAIL |
| Product & Delivery requirements | 5 | Compliance with technical specifications | PASS/FAIL |
| | 6 | Annual production capacity equal or more than the annual estimated values | PASS/FAIL |
| | 7 | Delivery capacity within the region no more than 60 days from PO issuance. | PASS/FAIL |
| | 8 | Warranty/Guarantee: warranty period of the items matches shelf items effect from the date of delivery of goods (e.g. self-declaration). | PASS/FAIL |

7. Technical Evaluation – *Second Stage*

| Requirements | No. | Criteria | Evaluation method |
|--------------|-----|--|-------------------|
| Samples | 1. | Compliance with visual inspection (Annex A-Technical Specifications) | PASS/FAIL |



Bidders will be required to send 2 samples per offered product without UNHCR logo.

Delivery instructions will be provided.

Bidders will need to cover the delivery cost.

8. Financial Evaluation

| Requirements | No. | Criteria | Evaluation method |
|---------------------------|-----|--|-------------------|
| Financial offer (Annex C) | 1. | Unit price FCA (containerized, non-palletized) offered. Including scenario for each lot taking into account the total cost of ownership. Prices offered cannot be exceeded during secondary bidding (ceiling prices). | PASS/FAIL |



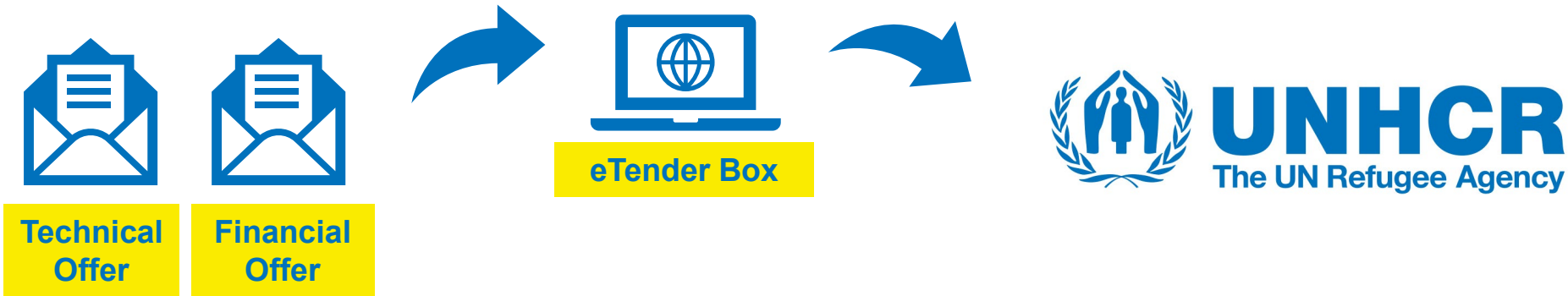
Prices should be single currency, excluding VAT.

Prices should be all inclusive: delivery, palletizing (if applicable), etc.

List all discounts if any.

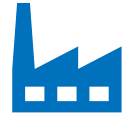
9. Bid Submission

| | | |
|---------------------|--|------------------------|
| Submission Platform | eTender Box | Mandatory Registration |
| Folder Organization | Technical and financial offers shall be submitted in separate folders. | |
| File Size | Maximum size limit per file is 10 MB | |
| Deadline | 22 April 2024 | |



10. Award of Contract

| | |
|----|--|
| 1. | UNHCR may conduct factory inspections prior awarding the contract or during the contract. |
| 2. | Notification of results will be informed to each bidder. |
| 3. | UNHCR will conduct random quality inspections through the implementation of frame agreements. |
| 4. | Successful suppliers will be expected to participate in periodic meetings . |
| 5. | Contract will be monitored based on KPIs . |



Thank You!

