

INVITATION TO BID: No. ITB/BON/2024/003/JK

**SUPPLY, DELIVERY AND INSTALLATION OF ASSORTED MEDICAL SUPPLIES FOR UNHCR
OFFICES IN DADAAB AND KAKUMA**

CLOSING DATE AND TIME: 30/09/2024 – 23:59 hrs EAT

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 20,739 people in more than 135 countries continues to help about 108.4 million persons of concern. 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), Branch Office Nairobi, invites QUAMED pre-qualified suppliers and manufacturers to supply, deliver and install assorted medical supplies for UNHCR Kenya Operations in Dadaab and Kakuma. (Annexes Ai & Aii).

Please note that quantities listed in Annexes 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 indicated 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 purchase opportunity with other UN Agencies.

IMPORTANT:

When a contract is awarded, either party can terminate the agreement only upon 30 days (1 months) notice, in writing to the other party.

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 laid out therein may result in disqualification from the evaluation process.

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: List of Product/ Financial Offer Forms (Ai and Aii)
- Annex B: Vendor Registration Form
- Annex C: UNHCR General Conditions of Contracts for the Provision of Goods and Services
- Annex D: UN Supplier code of conduct

2.2 ACKNOWLEDGMENT

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

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid

IMPORTANT:

Failure to send the above requested information may result in disqualification of your offer from further evaluation.

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to karanji@unhcr.org and kennasu@unhcr.org. The deadline for receipt of questions is **Wednesday, on 25/09/2022 by 16:00 hrs.**

IMPORTANT:

Please note that Bid Submissions are not to be sent to the e-mail address above.

UNHCR will compile the questions received and plans to respond to questions shortly after the query closing date. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

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 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 will lead to disqualification. The technical offer should contain all information required.

Your technical offer should clearly state whether the products that you are offering are fully conforming to the product specifications given or not. 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).

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

Inspection: Inspection of goods will 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.

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.

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 B**).

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 C**.

2.4.2 Content of the FINANCIAL OFFER

Your separate financial offer must contain an overall offer in a single currency in Kenya Shillings.

The prices offered should remain valid for at least 60 days and the price must unchanged during the Frame Agreement period.

The Financial offer is to be submitted as per the Financial Offer Forms (**Annexes: Ai & Aii**). Bids that have a different price structure may not be accepted. **You are required to submit both signed and stamped PDF document as well as soft copy in excel format.** Failure to submit the two risks disqualification.

The following details shall be provided for each item:

Unit costs: The bidder shall quote the unit price DAP Nairobi if solely imported for UNHCR or ex-works loaded your factory or warehouse. **For specific medical equipment that require installation, the unit price should include transportation and installation.** 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 regard, price has to be given without VAT and since delivery terms include (DAP) Delivered at Place (option), Nairobi. UNHCR will assistance for customs clearance or Provide PRO1B certificate only find the goods solely imported based on its Purchase order (s).

You are requested to hold your offer valid for 60 days from submission deadline. 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.

2.5 BID EVALUATION:

2.5.1 Statutory documents and Mandatory requirements

Your offer should meet all the statutory documents and Mandatory requirements and pass all the technical evaluation criteria to be considered for financial evaluation.

2.5.2 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 verification involves consideration of several factors such as:

2.5.3 Site visit may be conducted as to:

- Ascertain vendor capacity
- Core business.
- Existence of supplier and physical location.

2.5.4 Evaluation Criteria:

Requirements	Description	All information available	Any missing Information
Statutory Documents	<ul style="list-style-type: none"> Certificate of Incorporation. VAT, Pin certificate Company profile Audited accounts minimum two years 	Pass	Fail
Mandatory requirements	Valid Marketing Authorization (MA)	Pass	Fail
	GMP certificate	Pass	Fail
	Certificate of Pharmaceutical Product or free sale certificate from the Country of Origin (CoO)	Pass	Fail
	Valid Premise inspection license (Validity)	Pass	Fail

	• Valid ISO Certificate on Quality control	Pass	Fail
Country of Origin	The technical offer shall state the Country of origin of products	Pass	Fail
Delivery capacity	The bidder shall state their stock availability ex-stock/ or the total	Pass	Fail
Dealership	If not a manufacturing company, A copy of valid dealership/ Authorized reselling certificate from the Manufacturer. Leadtime should not exceed (04) weeks if importation is required	Pass	Fail
Financial Standing	The bidder must provide Latest Audited company account for the last three years	Document provided = PASS	Document not provided = FAIL
Experience	References- The bidder shall provide a minimum of three proves of previous similar experience in supply and delivery of medical supplies	Three or more documents provided = PASS	Less than three documents provided = FAIL
Acceptance of UNHCR contractual terms	The bidder should sign and stamp UNHCR General conditions of Contracts for provision of goods and services- (July 2018 revision) Annex:B.	Signed & Stamped Annex B = PASS	Annex B not signed & stamped = FAIL

Financial Evaluation:

All financial offers from bidders qualified at the technical evaluation of offers step will be evaluated based on the underlisted criteria

- Unit cost – DAP Supplier's, Nairobi warehouse (See Item Price Offer Form, Annexes Ai & Aii). **For specific medical equipment that require installation, the unit price should include transportation and installation**

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 Proposals must bear your official letter head, clearly identifying your company and duly stamped and signed.

Interested bidders should use the following link to upload their bids

<https://etenderbox.unhcr.org/>

Deadline for submission: Monday, 30th September 2024, 23:59 HRS EAT.

Offers that are otherwise addressed and/or copied or sent to other addresses or individuals will be marked invalid and not considered for evaluation.

All attached documents should be in PDF format. The financial offer should be sent in a separate email, clearly indicated "financial offer" and your company name in the email subject.

It is your responsibility to verify that all e-mails/documents have been received properly before the deadline. Please be aware of the fact that the e-mail policy, employed by UNHCR limits the size of attachments to a maximum of 10 Mb so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in e-mail subject field:- Bid ITB/BON/24/003/JK

- Name of your firm with the title of the attachment

- Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

For example: ITB/BON/24/003/JK, Company ABC (email 1 of 3)

IMPORTANT:

Any bid received after this deadline or sent to another UNHCR email address will 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 C) 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 by signing and stamping all pages of the document.

Senior Supply Officer
UNHCR Representation
Nairobi, Kenya

