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INVITATION TO BID: ITB/HCR/SYR/24/326

FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR THE SUPPLY & DELIVERY OF SOLAR RECHARGEABLE FANS

ITB DOCUMENTS

- Annex A: Technical Specifications.
- Annex B: Technical Offer Form, to be filled and submitted.
- Annex C: Financial Offer Form, to be filled and submitted.
- Annex D: UNHCR General Conditions of Contracts for the provision of Goods - 2018.
- Annex E: UNHCR Vendor Registration form for Commercial Suppliers - HVP, please fill, sign, and stamp.
- Annex F: UN Supplier Code of Conduct.
- Annex G: Declaration of Eligibility and Submission Checklist, to be filled and submitted.
- Annex H: Supplier Portal Guidelines.
- Annex I: ELIGIBILITY ON JOINT VENTURE FOR SUPPLIERS

ITB KEY DATES:

ITB Issue Date	24 th September 2024
Questions submission deadline	3rd October 2024
ITB Submission deadline	16th October 2024

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Overview



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 6,600 people in more than 110 countries continues to help about 60 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environments, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), **Syria Operation**, invites qualified suppliers and manufacturers to make a firm offer for the establishment of Frame Agreement(s) for the supply and delivery of **SOLAR RECHARGEABLE FANS**.

UNHCR Syria Operation may award Frame Agreement(s) with initial duration of one (1) year, potentially extendable for a further period of one (1) year. The successful bidder(s) will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

- The estimated annual requirement of UNHCR is for (100,000) units (One hundred thousand) of item#01: 12-inch Solar/Rechargeable fan.
- The estimated annual requirement of UNHCR is for (25,000) units (Twenty-five thousand) of item#02: 16-inch Solar/Rechargeable fan.

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 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.

IMPORTANT

When a Frame Agreement is awarded, either party can terminate the agreement only upon 30 days written notice to the other party. The initiation of conciliation or arbitral proceedings in accordance with article 18, "settlement of disputes" of the UNHCR General Conditions of Contracts for the provision of

Goods and Services 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 (ITB) 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 may 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 during evaluation, which might also be 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.

Note: This document is not to be construed in any way as an offer to contract with your firm.

ITB SUBMISSION

We would appreciate receiving your submission on or before the deadline specified in the Overview Section. Please note that bidding must be submitted directly in the online portal: [Oracle Fusion Cloud Applications \(oraclecloud.com\)](https://oraclecloud.com), responding to the questions, and uploading required documents by the date and time indicated in the online portal. It is your full responsibility to ensure that your submission is submitted before the deadline. Bidding received outside the online portal, for any reason, will not be considered for evaluation. Be aware that the system requirements employed by UNHCR limit the size of attachments to a maximum of **24 Mb** in each required field, as specified in the Requirements Section.

Ensure that your bidding remains valid for at least 120 days. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods or services and acceptance by UNHCR.

REQUEST FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this ITB:

- Directly in this ERP portal using the messaging functionality,
- Or by sending an email to: syrdasyrcopro@unhcr.org (Please indicate the tender reference number ITB-HCR-SYR-2024-326 in the e-mail subject field).

The deadline for receipt of questions is 23:00 hrs Syria Standard time on 03/October/2024.

Bidders are requested to keep all questions concise. UNHCR will reply to the received questions as soon as possible.

IMPORTANT

Please note that bids are **NOT** to be sent using the messaging functionality. Bids sent using the messaging functionality will result in disqualification of the offer.

YOUR OFFER

Your offer shall be prepared in **English**.
Please submit your offer using the Annexes provided under the requirement section. Offers not conforming to the requested formats may not be 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 will result in disqualification of the 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.

ENVIRONMENTAL POLICY

UNHCR’s policy is to purchase products and services with the least negative impact on the environment. Environmental considerations, including manufacture, transport, packaging, use, and disposal of goods, are integral to UNHCR's evaluation and selection process.

ZERO TOLERANCE POLICY

Note that UNHCR strictly adhered to a zero-tolerance policy, advising its Suppliers not to offer any gifts, favors, hospitality, commission, etc. to any UNHCR Staff. Any Supplier found engaging in such activities may face sanctions from UNHCR and other UN agencies.

SUPPLIER REGISTRATION

If you have never registered before, register a profile using the registration link shared via the procurement notice or following the instructions in guides available on the UNHCR website: [How to become a supplier | UNHCR](#).

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password using the company email address Make sure to connect to the VPN before logging

Thank you, and we look forward to receiving your quotations.

ELIGIBILITY CHECK

A prerequisite for any supplier to be deemed eligible for an award of contract is, that the company is not, or not associated with a company or individual, under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Consolidated United Nations Security Council Sanctions List, available at: <https://www.un.org/securitycouncil/#entities>

The qualified supplier(s) will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form (Annex D) and supporting documents.

The qualified company (s) 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;

BID ACCEPTANCE

UNHCR reserves the right to accept the whole or part of your bid or 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 bid submission deadline and the notifications will be sent to all prospective bidders directly in the online portal. The extension of the deadline may accompany a modification of the requirements 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.

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.

Requirements

Dear Supplier,

Please carefully review the requirements and questions in this section. Provide answers as required and upload supporting documents when requested so. Failure to send the requested information may result in disqualification of your offer from further evaluation.

Commercial and Eligibility Check:

As part of the formal check if your company is eligible to be registered as vendor to UNHCR, your bid must contain:

- **Annex G:** Declaration of Eligibility - accept all mandatory requirements by fixing signature and company stamp.
- **Annex D:** UNHCR General Conditions of Contracts for the Provision of Goods (2018); – accept by filling-up and signing **Annex G:** Declaration of Eligibility.
- **Annex E:** Your Company should complete, sign and submit the Vendor Registration Form must include information on company's business bank account.
- Sanctions List: Your submission checklist in **Annex G** should contain your confirmation that your company is not on the United Nations Security Council Sanctions List; the UN Secretariat Procurement Division list of suspended or removed vendors; UNGM/World Bank list of suspended or debarred vendor; EU sanctioned vendors.
- **Annex F:** The checklist in **Annex G** should contain your acknowledgement of the UN Supplier Code of Conduct.
- Vendor registration form Duly completed, signed and stamped. VRF_2024_NEW TEMPLATE (Commercial Suppliers)_EN is attached.
- Valid Business/Commercial Registration Certificate with English translation. valid for at least one year from the bidding closing date. Three (3) years of operation is a minimum.

In case of submission relying on experience of a company belonging to the same economical group, UNHCR may consider the oldest company profile if the bidder provides proper evidence of the connection.

- Bank Account Statement, please refer to the below notes regarding the bank account statement to be provided:
 - ✓ Bank Account Number and Name, Swift and IBAN code and issued recently (within 2 months)
 - ✓ Tables with bank account details are NOT acceptable.
 - ✓ No need to disclose bank account statements figures/balances, you can blind them.
 - ✓ Letter issued by the supplier with the bank account details are NOT acceptable.
 - ✓ Bank Account Name shall match the legal entity name bidding to this tender.
 - ✓ Electronic Bank Account Statements issued by the bank's website are acceptable.
 - ✓ Letters issued from the Bank are not acceptable.
 - ✓ Tax ID/ Tax Registration number / D-U-N-S number shall be confirmed. If applicable.

- ✓ Tax statement /Tax proof clearly showing the taxpayer ID/ tax registration number under Attachments. If applicable.
- Financial statements or audit report in the country of registration for the last 2 (two) fiscal years 2022-2023, dully certified by an accredited accountant or the relevant tax office as per the rules of the country of registration.
These financial documents should clearly demonstrate the company's financial capacity over recent years, providing insight into its monetary stability throughout the duration of the contract, (regret letters and bank statement are not accepted and will result in disqualification of the bidder).

* Applying with Joint Venture: Please refer to Annex-I-Eligibility on Joint Ventures for Suppliers.

IMPORTANT:

The above listed documents should be submitted with your Bid which are required to assess the legal status, capacity, prior experience etc. of your company. Companies not submitting them with their bid may be contacted by UNHCR and given one more opportunity to submit them. Should these companies still not submit the missing documents, they will then be disqualified.

Vendors must ensure that the information and documentation (e.g., bank details, financial statements; government certificates, licenses and permits; office address; contact details- name, telephone number, email address; etc.) provided in connection with their registration are up to date. Please verify and ensure that your company is registered under its full legal name. To update your profile kindly fill-up the appropriate section of the Vendor Registration Form (Annex E) which you are updating.

IMPORTANT: Any false information or incomplete information on the Vendor Registration Form may result in the rejection of the application or cancellation of an already existing registration.

IMPORTANT: it is solely the bidder's responsibility to ensure that the Bank Account of the company is able to receive payments transferred by UNHCR Syria. UNHCR payments are exempted from OFAC Sanctions under Title 31 → Subtitle B → Chapter V → Part 542 → Subpart E → §542.513. UNHCR takes no responsibility for any unsuccessful transfers due to rejection by the Beneficiary Bank.

Due to sanctions (US-OFAC and EU) imposed on the Syrian Arab Republic, the completion of the payment process is subject to the receipt by UNHCR of the clearance provided by the vendor's nominated intermediary/beneficiary bank on accepting the electronic fund transfer.

As the goods/services will be delivered in Syria, it is the bidder's responsibility to make sure that the bidder and the services are eligible for business according to local Syrian regulations.

Technical Offer:

The technical details of the products requested by UNHCR can be found in **Annex A**.

The **following details** shall also be provided in the Technical Offer:

1. **Technical specifications:** The bidder has to fill the Technical Offer Form (**Annex B**) with the details of the technical specifications of the offered products, which have to be in compliance with **Annex A**.

Offers with no detailed technical specifications provided as complying with Annex A may not be further assessed.

Your technical offer should make clear whether the products you are offering are fully conforming to the product specifications given. Clearly state and disclose any discrepancies with the specifications given.

2. **Manual /Brochure (English and Arabic):** The bidder must to enclose in his offer a user Manual /Brochure showing all the technical information of all the offered items and accesories in both languages (English and Arabic).

Failure to submit the above mentioned Manual/Brochure in addition to filled Annex B may result in disqualification from the evaluation process.

3. **Samples:** All offers must be submitted together with a one free SAMPLE for the offered item(s). (one sample for each type).

The submitted samples **preferably** be assembled, however, disassembled samples are also accepted.

Samples should be sent to the UNHCR office in Syria, Damascus, Kafer-Suseh, opposite of Al-Andalus Hospital:

UNHCR OCM Syria

Abdullah Bin Rawtha Street

Kanawat Basatin-Kaffer Susseh, P.O. Box 30891, Damascus, Syria

Samples should be provided with:

- The bidder's name,
- The tender reference No. ITB/HCR/SYR/24/326,
- The tender requirement i.e. SOLAR Rechargeable Fans.
- Each item shall be labelled with item number (item #1, or #2), or option number if submitted.
- The sample(s) must be received by the ITB deadline.

Samples will start being received on Sunday, October 6th, five days a week (Sunday to Thursday), between 9:00 and 14:59 hrs. Syrian Time.

Deadline to submit samples: 16th October 2024 at 14:59 hrs. Syrian Time.

Please note that the sample should be delivered to the location specified by UNHCR. UNHCR will not be responsible for providing any facilitation or support with regards to the receipt of the samples.

Failure to provide the requested samples by the deadline will result in disqualification of the offer. Samples will form an integral part of the Frame Agreement to be established.

No discrepancy between the samples and the delivered item will be accepted during the implementation of the contract.

4. **Warranty:** The bid shall include defects and liability period with terms of warranty (Minimum acceptable warranty period is one (1) year from the receipt date).
5. **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.
6. **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.
7. **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 A** to this ITB. (These are minimum packaging requirements; however, suppliers are encouraged to propose alternative options for better container utilization).
8. **Country of Origin of the Supplier and place of Manufacture along with the manufacturer name and address:** 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.
9. **Production Capacity:** The bidder shall state the weekly production capacity.
10. **Delivery Capacity (Ready to ship):** The bidder shall state the weekly delivery capacity, meaning the number of units that can be ready to be shipped every week.
The minimum acceptable delivey capacity should not be less than 5,000 units/week for each offered item, upon purchase order's issuance. Offers with delivery capacity which is less than 5,000 unit/week might not be further assessed.

The bidder shall confirm the mobilization time required to start the delivery i.e. the period between the purchase order award and the start of the delivery process noting that the delivery schedule shall be confirmed with the awarded company after the issuance of the purchase order.
11. **Incoterms:** The International Chamber of Commerce Incoterms 2020 shall apply for this ITB and for any resulting purchase orders(s).
12. **Delivery terms:** The bidder shall confirm their ability to deliver the required kits on FCA (delivery point to be confirmed by supplier), DAP specified delivery locations to the assigned UNHCR warehouse locations, the bidder can offer to all locations or for some locations included in the tender documents.

13. **Delivery Time:** The bidder shall state the delivery time (in days) from ready to ship to final destination.

14. **Inspection:** Inspection and laboratory testing 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.

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.

Financial Offer:

- Your Financial Offer must contain an overall offer in a single currency, (**Syrian Pound or EURO or USD**).
- 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 Financial Offer must cover all the materials to be provided (price "all inclusive").
- Price has to be given without VAT.
- Prices must remain the same in case of partial or complete award is received by the bidder.
- You are requested to hold your offer valid for **120 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, submission of the sample, is not reimbursable nor can it be included as a direct cost of the assignment.
- UNHCR will assess the market situation during the contract implementation. Based on UNHCR's best interest and aiming for keeping the contract balanced, price reviews might be discussed with the awarded supplier(s).
- **The financial offer should be submitted directly to the online portal and uploaded in PDF format (stamped, dated, and signed).**

IMPORTANT: If there is any discrepancy between the prices posted on the system (Cloud—ERP) and the fully signed and stamped financial offer, the fully signed and stamped financial offer will be considered.

IMPORTANT: Technically compliant bids are ranked in order of kit cost (fan + solar panel): lowest cost ranking first to highest cost ranking last.