

DATE: 05 September 2016

REQUEST FOR PROPOSAL: RFP NO: RFP/2016/783

FOR A FRAME AGREEMENT FOR THE PROVISION OF

FUEL EFFICIENT COOKSTOVES FOR UNHCR PERSONS OF CONCERN WORLDWIDE

CLOSING DATE AND TIME: 31 December 2016, 23:59 hour, CET

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 six decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 9,700 people in 126 countries continues to help about 60 million people. 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>.

BACKGROUND

Most of the food provided by humanitarian agencies such as the World Food Programme and the United Nations High Commissioner for Refugees must be cooked before it can be eaten. Rations typically include dried beans, corn, soy, rice, and/or flour.

In the cases where cookstoves are provided in humanitarian settings, the quality varies widely from primitive mud cookstoves to metal and ceramic models, produced by artisans in the vicinity of refugee camps, and finally to prefabricated engineered cookstoves manufactured in developed nations. The majority of these cookstoves burn biomass and many displaced people, the majority of which are women and children, spend hours each day struggling to collect sufficient firewood from increasingly barren landscapes, exacerbating conflicts with host communities, and putting themselves at risk of attack or injury. More efficient and cleaner cookstoves, fuels, and energy technologies can play a significant role in improving quality of life of crisis-affected populations.

Over the past several years, key developments in the clean cooking and humanitarian sectors have paved the way for a more streamlined and effective approach to improving the cooking experience in humanitarian settings. In 2010, the recently formed Global Alliance for Clean Cookstoves (Alliance) outlined a goal of catalyzing 100 million households to adopt clean and efficient cookstoves and fuels by 2020, in order to save lives, improve livelihoods, empower women, and protect the environment.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), invites manufacturers of cookstove to make a firm offer through a proposal for supply of fuel-efficient cookstoves as detailed in Annex A (TOR).

IMPORTANT:

Requirements are detailed in Annex A of this document – Terms of Reference (TOR).

It is strongly recommended that this Request for Proposal and its annexes be read thoroughly. Failure to observe the procedures outlined therein may result in disqualification from the evaluation process.

Sub-Contracting: Please take careful note of article 5 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 RFP DOCUMENTS

The following annexes form integral part of this Request for Proposal:

- Annex A: Terms of Reference (TOR)
Water Boiling Test Protocol 4-2-3
Water Boiling Test Results Excel Sheet 4.2.4
(including IWA summary sheet)
Biomass Stove Safety Protocol 1-1
Durability Protocol 1-0
For additional information and for protocols in other languages, please see
<http://cleancookstoves.org/technology-and-fuels/testing/protocols.html>
- Annex B: Vendor Financial Offer Form
Annex C: Vendor Technical Offer Form
Annex D: RFP Scoring criteria
Annex E: Vendor Registration Form
Annex F: UNHCR General Conditions of Contracts for the Provision of Goods and Services

2.2 ACKNOWLEDGMENT

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

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid
- The source where you have acquired this tender document (e.g. E-Mail , Chamber of Commerce, UNGM website, printed media etc.)

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to Viktoria Retyi, Supply Associate, both at RETYI@unhcr.org and at HQQuery@unhcr.org.

The deadline for receipt of questions is:

31. November 2016, 23:59 hrs CET.

Bidders are requested to keep all questions as concise as possible.

IMPORTANT:

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

UNHCR will compile the questions received. UNHCR may, at its discretion, at once copy any particular question and its reply to all other invited bidders AND/OR post these on the UNHCR/UNGM website.

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 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 RFP.

Your offer shall comprise the following two sets of documents in **separate Emails**:

- (Annex A) Technical offer
- (Annex B) Financial offer

2.4.1 Content of the TECHNICAL OFFER

IMPORTANT:

No prices should be included in the Technical offer. Failure to comply with the above may risk disqualification. The technical evaluation personnel will review the Technical proposal, furthermore, the technical offer should contain all information required to assess the contractor's proposal.

The Requirements of the goods and service requested by UNHCR can be found in **Annex A**.

The cost of the laboratory test may vary and is to be borne by the bidder.

Your technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

Company Presentation

Bidders shall provide a brief history of the company describing its activities, highlighting the factors that qualify your products and services for use in connection with UNHCR operations.

- A description of your company with the following documents: company profile, registration certificate and last audit reports;
- Year founded;
- Number of years in operation;
- If multi location company, specify headquarters location;

- Number of similar and successful deliveries;
- Number of similar deliveries currently underway;
- Total product sales to date
- Complete product range
- Relevant permissions and certifications for the product
- Total number of clients;

Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the required goods.

Product presentation and performance See Annex A Minimum Criteria and Technical Scoring criteria.

The test result from the laboratories must be sent to the buyer directly to retyi@unhcr.org and test centers need be authorized beforehand.

Packing and container options: The technical offer shall clearly indicate the packing and transport options (e.g. net and gross weight, volume, etc.).

Delivery Capacity: The bidder shall state the mobilization time, ex-stock quantity (Annex A).

Storage Capacity: Successful bidders will be expected to maintain a dedicated emergency stock at their premises at no extra cost and without prior commitment from UNHCR, which can be used for rapid deployment to UNHCR emergency operations worldwide. The bidders should indicate in their offer the quantity they can maintain accordingly. UNHCR does not commit to purchase this white stock at the end of the contract.

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 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.

Warranty: The bid shall include defects and liability period with terms of warranty.

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 Services: Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Services by signing **Annex E** or send a signed acknowledgment letter for UNHCR Terms and Conditions.

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 human rights, labor, the environment, and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in a single currency, either in US Dollars, Euros or in the currency of your company's country.

Your financial offer (BOQ) has to include all costs. No further or hidden costs can be added at a later stage to your financial offer.

Bidders to quote for single unit of fuel efficient cookstove(s) for use with solid fuel, or with liquid fuel and provide volume discount if applicable. Bidders to quote separately for spare parts and for training as detailed in item 11Annex A (TOR).

Should the supplier submit quotations for more than one type of cookstove, the supplier shall make a separate submission for each cookstove.

NOTE: If no financial offer is received, the bid shall be automatically disqualified.

The Financial Offer is to be submitted as per the Financial Offer Form (Annex B). Bids that have a different price structure may not be accepted.

UNHCR is exempt from all direct taxes and customs duties. In this regard, price has to be given without VAT.

Unit costs: Using the above pricing structure and model, the bidder shall quote the unit price for EXW, FCA prices naming the locations respectively. The unit cost shall be provided for the supply of product packed and ready to be transported. Any quantity or other discounts (e.g. volume discounts) shall be clearly indicated.

You are requested to hold your offer valid for 90 days from the deadline for submission. UNHCR will make its best effort to select a company within this period. 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 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 Supplier Registration:

The qualified supplier(s) will be added to the Vendor Database after assessment of suitability based on the submitted Vendor Registration Form, supporting documents and reference checks. The investigation involves consideration of several factors such as:

- Financial standing;
- Core business;
- Track record;
- Contract capacity
- Company profile and organization
- Company registration, extract from trade register
- Company license
- Financial standing

- Declaration on legal and commercial capacity to enter the contract
- Staffing (number, structure/levels)
- Core business
- Track record
- Experience working with public sector institutions
- Quality Management System in place
- Corporate Social Responsibility

This will be followed later by performance evaluation as a supplier such as:

- Random / periodic quality control of the supplier's products
- Timely delivery
- Dependability of products and services
- Responsiveness, ability to respond quickly to Agency's needs
- Timely and appropriate communication.
- Corporate Social Responsibility
- Quality Management System

2.5.2 Technical and Financial Evaluation:

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. The percentage assigned to each component is determined in advance as follows:

The Technical Offer will be evaluated with a score out of 70%.

The Financial Offer will be evaluated with a score out of 30%.

Technical Evaluation Criteria

The technical offer will be evaluated on the basis of the information requested in 2.4.1 above.

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

The Technical Offer will be evaluated using inter alia the following criteria and percentage distribution: **70%** from the total score.

Technical offers that do not reach at least 70% (49 points) of the technical scores will not be considered for further evaluation.

Financial Evaluation

The **Financial offer** will use the following percentage distribution: **[30]** % from the total score.

The maximum number of points will be allotted to the lowest price offer that is opened and compared among those invited firms. All other price offers will receive points in inverse proportion to the lowest price; e.g., $[\text{total Price Component}] \times [\text{USD lowest}] \setminus [\text{USD other}] = \text{points for other supplier's Price Component}$.

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.

2.6 SUBMISSION OF BID:

The offers must bear your official letter head, clearly identifying your company.

Bids should be submitted by e-mail and all attachments should be in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.).

The Technical and Financial offers shall be clearly separated.

Bids must be sent by e-mail ONLY to: HQSMSBID@unhcr.org

IMPORTANT:

The technical offer and financial offer are to be sent in separate documents/ 2 separate e-mails. First e-mail to have the subject: tender number -name of service- Technical offer. The second e-mail to have the subject: tender number -name of service- Financial offer. Failure to do so may result in disqualification.

Deadline: 31th December 2016, 23:59 hour, CET

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.

It is your responsibility to verify that all e-mails 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 5 **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 NO: **RFP/2016/783**
- Name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/4).
- In addition to which part is the attachment refers (Technical or Financial)

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.

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 Services.

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, efficiency, and best value for money.

UNHCR reserves the right in its discretion to cancel this RFP or not to select any of the bidders for award(s).

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this RFP will be made in the currency of the winning offer(s). In the event of a different currency, then the existing or current United Nations official rate at the time of the award shall apply. Payment will be made in accordance to the UNHCR General Conditions for the Purchase of Goods and Services. Payments shall only be initiated after signing of the contract between the winning bidder and UNHCR, upon delivery of the specified works and services.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF 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.

Roger LLEVAT
Head of Unit

Procurement Services
HQ Procurement
UNHCR Global Service Center Budapest