



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 20 September 2018

INVITATION TO BID: HCR/IRQ/BGD/2018/SUP/ITB/00104

**PROCUREMENT OF AERIAL LIFT TRUCK, TIPPER TRUCK, GARBAGE TRUCK COMPACTOR,
COMPACT LOADING SHOVEL FOR UNHCR IRAQ BAGHDAD**

CLOSING DATE AND TIME: Tuesday 23 October 2018 - 23:59 IRAQ TIME

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 five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 15,000 people in more than 128 countries continues to help about 34 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>.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), in Iraq invites reputable, reliable and qualified companies/authorized dealers duly registered with Government of Iraq to make a firm offer for the Supply and delivery of **Aerial Lift Truck, Tipper Truck, Garbage Truck Compactor, Compact Loading Shovel, as per Annex A "Specifications"** as follows:

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|--|
| <ol style="list-style-type: none">1. Aerial Lift Truck. – 12. One (1) Tipper Truck. - 13. Two (2) Garbage Truck Compactor -24. One (1) Compact Loading Shovel - 1 |
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2. BIDDING INFORMATION

2.1 ITB DOCUMENTS

The following annexes form integral part of this invitation to bid.

- Annex A: Generic Specifications-Aerial Lift Truck.
- Annex A1: Generic Specifications-Tipper Truck.
- Annex A2: Generic Specifications-Garbage Truck Compactor.
- Annex A3: Generic Specifications-Compact Loading Shovel.
- Annex B: Price Proposal
- Annex C: UNHCR General Conditions of Contract for the Provision of Goods
- Annex D: Vendor Registration Form
- Annex E: UNHCR Suppliers Code Of conduct
- Annex F: Bid Data Sheet

2.2 ACKNOWLEDGEMENT

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

- Your confirmation of receipt of this request for proposal
- Whether or not you will be submitting a bid

IMPORTANT:

It is strongly recommended that this Request for Proposal and its annexes be read thoroughly. Failure to send the above requested information may result in disqualification from the evaluation process.

2.3 **REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification or any question in respect of ITB by e-mail to IRQBASUP@unhcr.org. UNHCR may, at discretion, copy any reply to a particular question to all other invited bidders.

The deadline for receipt of questions is **Tuesday 09 October at 16:30 hours Iraqi Time**. Bidders are requested to keep all questions concise.

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

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

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 ITB.

Your offer shall comprise the following sets of documents:

- Technical offer
- Financial offer

IMPORTANT:

Submission of your offer to this ITB means acceptance of the following:-

UNHCR General Conditions of Contract for the Provision of Goods (Annex C)

UNHCR payment terms which is within 30 days after satisfactory implementation of services and receipt of documents in order

Please send your bid directly to the address provided in the "Submission of Bid" in section 2.6 of this ITB.

2.4.1 **Content of the TECHNICAL OFFER**

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.

The specification of the above vehicles can be found at Annex A: "Specifications". Your technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

Description of the company and the company's qualifications

A description of your company with the following documents: company profile, registration certificate and last audit reports:

1. Company registration certificate from the Government of Iraq
2. Dealership / Reseller Certificate, if any
3. Terms of Warranty;
4. Year founded;
5. If multi location company, specify headquarters location;
6. Total number of clients;
7. Brochure/Literature pertaining to the requirements under this ITB



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8. Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the requested requirements by UNHCR as specified in Annex a "Specification".
9. **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). If already registered with UNHCR please mention your company's UNHCR vendor ID number.
10. UNHCR General Conditions of Contract for the Provision of Goods: Your technical offer should contain your acknowledgement of the UNHCR General Conditions of Contract for the Provision of Goods by signing Annex C.

2.4.2 **Content of the FINANCIAL OFFER**

Your separate Financial Offer must contain an overall offer in USD.

IMPORTANT: 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.

The financial offer must cover the cost of requirements to be provided (price "all inclusive"). If no financial offer is received, the bid shall be automatically disqualified.

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

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 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 **Company Registration:**

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.

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 evaluation will be conducted on"

- (1) Mandatory Evaluation Criteria – pass or fail
- (2) Technical Evaluation Criteria – pass or fail
- (3) Financial Evaluation

In order to be considered for technical and financial evaluation, all offers must pass the below listed mandatory criteria. Offers not meeting the below criteria will not be considered for further evaluation.

Mandatory Evaluation Criteria		
S NO	Evaluation Criteria	Obtainable Percentage
1.	Company registration with the government of Iraq Pass: if registered with the government of Iraq Fail: if not registered.	Pass/Fail
2.	Years in relevant business. Pass: if 3 or more years in relevant business Fail: if less than 3 years in relevant business	Pass/Fail
Overall Score		Pass

IMPORTANT TO NOTE: In order to be eligible for further evaluation, all vendors MUST meet the above mandatory criteria. The vendor is required to obtain “Pass” against all the three evaluation criteria for their offers to be considered for financial evaluation.

TECHNICAL EVALUATION CRITERIA – PASS OR FAIL

The **Technical offer** will be evaluated using inter alia the “Pass” or “Fail” criteria as listed in the below table:

Ser. No.	Description	PASS or Fail
1	Meets technical specification for Aerial Lift Truck	Pass or Fail
	Does not meet technical specification for Aerial Lift Truck	Pass or Fail
2	Meets technical specification for tripper truck	Pass or Fail
	Does not meet technical specification for tripper truck	Pass or Fail
3	Meets technical specification for garbage truck compactor	Pass or Fail
	Does not meet technical specification for garbage truck compactor	Pass or Fail
4	Meets technical specification for compact loading shovel	Pass or Fail
	Does not meet technical specification for compact loading shovel	Pass or Fail

Offer meeting all the mandatory and technical evaluation criteria will be considered for financial evaluation.

2.6 **SUBMISSION OF SEALED BIDS:**

Bids must be submitted as follows

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 and sent in Separate Emails

Bid must be sent by e-mail ONLY to: **IRQBABIDS@UNHCR.ORG**. Upon submission of your bid, you will Receive an auto reply with the message as below:

“Thank you for contacting UNHCR.

This is to inform you that your e-mail for bidding has been received successfully and it will be reviewed by the Committee. *Do not reply to this message*

If you do not receive this auto reply please email IRQBASUP@unhcr.org NOTE: DO NOT EMAIL YOUR BIDS TO THIS EMAIL.

IMPORTANT:

The technical offer and financial offer are to be sent in separate emails. Failure to do so may result in disqualification.

Deadline: Tuesday 23rd October 2018 – 23:59 Hrs. Baghdad, Iraq Time

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 20 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 HCR/IRQ/BGD/2018/SUP/ITB/00104

- Name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

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 and efficiency and best value for money.

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

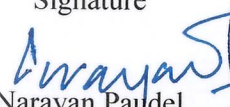
Any Purchase Order (PO) issued as a result of this ITB will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions for the Purchase of Services and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF SERVICES

Please note that the UNHCR General Conditions of Contract for the Provision of Goods (**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.

2.10 ZERO TOLERANCE POLICY:

Please note that UNHCR strictly follows zero tolerance policy and as such, advises its suppliers not to offer any gifts, favor, hospitality and commission etc. to UNHCR staff. Any supplier found to be offering gifts, favor, hospitality and commission etc. to UNHCR staff will be placed on United Nations sanctioned list and UNHCR will not do business with them anymore.

Signature

Narayan Paudel
Senior Supply Coordinator
UNHCR Country Office, Baghdad

