

DATE: 17/10/2018

**INVITATION TO BID: No. HCR/IRQER/2018/SUP/ITB-026
FOR
PROVISION OF VEHICLE RENTAL**

CLOSING DATE AND TIME: 18/11/2018 – 23:59 hrs. Erbil, Iraq Local Time.

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 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), Erbil Iraq, invites qualified suppliers duly registered with the Government of Iraq/KRI Authority to make a firm offer for provision of vehicle rent (referred to hereinafter as service).

IMPORTANT:

Exact technical specifications of the requirement are detailed in Annex A of this document (Annex A – TOR and Annex A1 Vehicle requirements).

IMPORTANT:

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 to be construed in any way as an offer to contract with your firm.

2. BIDDING INFORMATION:

2.1. ITB DOCUMENTS

The following annexes form the integral part of this Invitation to Bid:

Annex A:	Terms of Reference;
Annex A1:	Vehicles requirements
Annex B:	Financial Offer Form / to be submitted
Annex C:	Vendor Registration Form / to be submitted
Annex D:	-UNHCR General Conditions of Contracts of Services / to be submitted (signed and stamped to confirm acceptance)
Annex E:	UN Supplier Code of Conduct / to be submitted (signed and stamped to confirm acceptance)

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to sdeeq@unhcr.org with copy to babikir@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 Mr. Shamal Sdeeq at email address sdeeq@unhcr.org. **The deadline for receipt of questions is 23:59 hrs. Erbil, Iraq Time on 30/10/2018**

IMPORTANT:

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

Pre-bid conference:

UNHCR will organize a supplier pre-bid conference at UNHCR Office in Erbil, United Nation Compound] on **30/10/2018 at 10:00 AM**. A maximum of two representatives per company is allowed. Names and contact details of the company's representatives must be provided, at least two working days in advance, by e-mail to sdeeq@unhcr.org, with copy to babikir@unhcr.org. Changes in names need to be shared in advance; otherwise access to UN premises will be denied.

Participation in the pre-bid conference shall be at the suppliers' own expenses. There will be no reimbursement from UNHCR.

Participation in the pre-bid conference is strongly recommended given the complexity of the requirements. However, after the pre-bid conference, a Questions & Answers document will be prepared and posted on the UNGM and distributed by email to all participating and interested suppliers.

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 disqualified.

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 section 2.6 of this ITB; the "Submission of Bid".

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 may risk disqualification. The technical offer should contain all information required.

Your technical offer should clearly state whether or not the service you are offering are fully conforming to the technical specifications given. Clearly state and disclose any discrepancies with the specifications given.

The **following documents** shall also be provided in the Technical Offer.

- **Company Profile:** The bidder shall provide complete company profile containing copies of
 - Registration documents with government authorities like Valid certificate of registration from the Government of Iraq/KRI Authority for business,
 - Last two years audited financial statements,
 - Experience certificates providing details of years of experience
 - POs/contracts/work orders of the relevant nature with references (at least 2 similar orders). All documents must be credible and in the letter heads and/or stamps of issuing organizations.
- **Financial Soundness.** Your offer should include bank statements or audited financial statements showing an annual turnover of at least USD 750,000 or equivalent in local currency @ USD 1 = IQD 1,170.
- **Earnest Money/Bid Security:** Technical offer should be accompanied by the sum of USD 5,000 or equivalent in local currency @ USD 1 = 1,170 IQD in the form of a **bank guarantee, bank issued “good for payment” check** in favor of UNHCR. Uncertified/personal cheque will **NOT** be accepted. The bid security must be **valid for at least 90 days from the closing date of the tender.**
- **Vendor Registration Form:** You should complete, sign and submit with your technical proposal the Vendor Registration Form (**Annex C**) if you are not already registered vendor with UNHCR already. If you are already registered with UNHCR, your vendor ID should be stated.
- **UNHCR General Conditions for Provision of Services:** Your technical offer should include a signed copy of the UNHCR General Conditions for Provision of Services (Annex D) as your acknowledgement.

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** is to be submitted as per the financial offer form (**Annex B**) which must contain an overall offer in a single currency, in US Dollars. Bids that have a different price structure may not be accepted.

The following details shall be provided for each item: Your quote shall have:

The unit price inclusive of all charges like driver, fuel, etc.

Any quantity or other discounts (e.g. volume discount) shall be clearly indicated.

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

You are requested to hold your offer valid for 90 calendar 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 or negotiating a contract, including any related travel, is not reimbursable nor can it be included as a cost of the assignment.

2.5 **BID EVALUATION:**

2.5.1 **Technical and Financial evaluation:**

All bids will be evaluated based on Technical Evaluation Criteria and Financial Offer.

2.5.2 **Technical Evaluation Criteria**

Technical bids will be evaluated based on "Pass"/"Fail" criteria as shown below. To be technically qualified all criteria must be passed.

TECHNICAL CRITERIA	Pass/Fail
Is Vendor Registered with Government of Iraq/KRI authority? <u>Provide Business Registration document</u>	Pass/Fail
Does the vendor have the capacity and experience in similar projects? At least two (2) similar / comparable projects? (<u>provide company profile and requested certificates</u>)	Pass/Fail
Has the vendor submitted Earnest Money (Bid Security) of USD 5,000?	Pass/Fail
Is the bidder financially sound with Annual Turnover of at least USD 750,000 or Equivalent in Local Currency? <u>Provide bank statement/audited financial report.</u>	Pass/Fail

2.5.3 **Financial Evaluation:**

The **Financial offer** will be evaluated using lowest price offer among the technically passed and compliant bids.

For evaluation purposes only, the offers submitted in currency other than US Dollars, if any, will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

2.5.4. **Contract Award and Management:**

UNHCR may award one or multiple contracts to meet the need of various geographical location. The contract agreement will be signed between the successful companies and UNHCR while the day to day administration of the contracts may be delegated by UNHCR to its Partners.

2.5.5. **Payment:**

UNHCR will arrange to pay the company by bank transfer once the submitted invoices have been verified. The invoices should be accompanied by the monthly log books which must be signed by the passengers against each travel.

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 investigation involves consideration of several factors such as:

- Financial standing,
- Core business,
- Track record,

- Contract capacity.

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

- Random / periodic testing of the supplier's products,
- Ability to respond quickly to Agency's needs,
- Timely delivery,
- Dependability of products and services.

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, labor, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative at <https://www.unglobalcompact.org>

2.6 SUBMISSION OF BID:

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

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

The Technical and Financial offers shall be clearly separated.

Email address to submit the bid:

Bid must be sent by e-mail ONLY to: IRQERTENDERS@UNHCR.ORG

IMPORTANT:

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

Deadline for submission: 18/11/ 2018 – 23:59 hrs. Erbil, Iraq Local 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 the bidders' responsibility to verify that offers 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 **20MB** (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/IRQER/2018/SUP/ITB-026 – PROVISION OF VEHICLE RENTAL SERVICE**
- Name of your firm with the title of the attachment (example: Technical offer /Co. Name)
- Name of your firm with the title of the attachment (example: Financial offer /Co. Name)
- Number of e-mails that are sent (example: 1/3, 2/3, 3/3).

Both Financial and Technical Offers must be submitted as separate files.

BID SUBMITTED BY HAND/COURIER SHOULD BE IN:

Two separate envelopes:

One envelope for technical offer and another envelope for financial proposal.

Then both envelopes should be sealed in the third (outer) envelope,

Bid Opening Committee

Bid HCR/IRQER/2018/SUP/ITB026 – PROVISION OF VEHICLE RENTAL SERVICE

Airport road
UN compound
Erbil

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 evaluation and has been accepted by UNHCR as meeting the technical evaluation criteria.

Important Dates to Note for Bid Submission

Tender available to vendors	17/10/2018 to 18/11/2018
Pre- bid conference	30/10/2018, time 10:00 AM
Last day for Queries	30/10/ 2018, time 23:59
Closing date for submission of bids	18/11/2018, time 23:59

2.7 BID ACCEPTANCE:

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 Service.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. Such extension of the deadline may accompany a modification of the requirement of 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 that is technically compliant and is offering the lowest possible cost to the UNHCR as well as conforming to UNHCR's general principles, including economy, efficiency and best value for money.

SOME OF THE REASONS OF DISQUALIFICATION:

- Bidder fails to submit the Technical and Financial offers in two separate emails/envelopes as specified in the tender documents;
- bid documents are received by email address; at location, or by a person, other than those specified in the tender documents;
- Bid documents are received after the deadline for submission of bids stated in the tender documents
- Bid documents are sent via the correct route after having submitted incorrectly;
- The Bidder's qualification or data are proven to be false and
- The Bidder commits a proven unfair or dishonest act in order to acquire rights for agreement award.

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

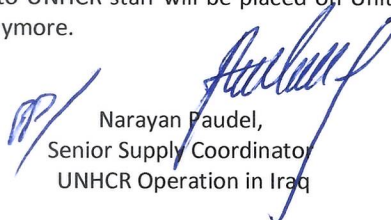
Any Purchase Order (PO) issued as a result of this ITB will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions for the Purchase of Goods & Services and in the currency in which the PO is issued. Payments shall only be initiated after confirmation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

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS & SERVICES.

Please note that the General Conditions of goods and services (**Annex D**) 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.



Narayan Paudel,
Senior Supply Coordinator
UNHCR Operation in Iraq

YOUR PROPOSAL should be submitted in line with THE following instructions (Failure to do so shall result in disqualification):

There should be two separate emails/envelopes:

Technical folder (Email/envelope A)

Company Profile: The bidder shall provide complete company profile containing copies of

- Registration documents from the Government of Iraq/KRI like valid certificate of registration of the business,
 - Copies of 2 audited financial statements,
 - Experience certificates, and
 - POs/contracts/work orders of the relevant nature with references (at least 2 similar orders). All documents must be credible with letter heads and/or stamps of issuing organizations.
- **Financial Soundness.** bank statements or audited financial statements showing an annual turnover of at least USD 750,000 or equivalent in local currency @ USD 1 = 1,170 IQD
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2. Annex C (Vendor Registration Form) and its attachments:
 3. Annex D (Signed General Conditions for services);
 4. Annex E Supplier's Code of Conduct, signed and stamped

Financial folder (Email/envelope B)

1. Annex B in the (attached Financial Offer Form).