

DATE: 18/02/2019

INVITATION TO BID: No. 19/ITB/LBY/TR/005

FOR THE SUPPLY AND DELIVERY OF

ICT EQUIPMENT

CLOSING DATE AND TIME: 18/03/2019 – 23:59 hrs Libya Time (UTC+2)

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 6,600 people in more than 110 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>.

With the declaration of L2 Emergency on August 2017, UNHCR has expanded its operations in Libya in order to respond to the on-going influx of refugees and IDP's into Libya. The expansion has included opening up sub-offices in parts of the country with a high proportion of refugees and IDP's.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Tripoli, Libya invites qualified suppliers to make a firm offer for the supply and delivery of **ICT equipment**.

IMPORTANT:

The technical specifications of the items are detailed in Annex A of this document.

UNHCR will award a contract(s)/Purchase order(s) for the procurement and delivery of various ICT equipment, as detailed in Annex A. the successful bidders will be requested to maintain their quoted price model for **90 days** after the closing date for submission of offers.

UNHCR reserves the right to split contract award for any of the items between any bidders in any combination as it may deem appropriate and the bidders must be willing to accept partial awards.

Please note that figures have been stated in order to enable bidders to have an indication of the projected needs. 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 Contract.

IMPORTANT:

The initiation of conciliation or arbitral proceedings in accordance with **article 18** "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: | Technical Specifications |
| Annex B: | Technical Offer form |
| Annex C: | Financial Offer Form |
| Annex D: | Vendor Registration Form |
| Annex E: | UNHCR General Conditions of Contracts for the Provision of Goods– 2010 |
| Annex F: | Supplier's Code of Conduct |

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to benmimou@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 benmimou@unhcr.org copying khairh@unhcr.org the **deadline for receipt of questions is 23:59 hrs Libyan Time (UTC+2) on 03/03/2019**

IMPORTANT:

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

Failure to comply with this provision will result in disqualification.

UNHCR will reply to the questions received as soon as possible by sending an email 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 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 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.

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

The technical offer form (**Annex B**), should be completed, signed and included in the technical proposal.

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

The following details shall 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 Capacity:

The selected supplier should be able to deliver the goods within **3 weeks** upon receipt of the purchase order.

Delivery terms:

The Selected supplier will be required to deliver the equipment **DDP to UNHCR office / or the Gathering and Departure Facilities in Tripoli** thus, delivery costs should be included in the total costs of the required ICT equipment.

Vendor's qualifications and experience in supply and delivery of ICT equipment:

The supplier must have proven experience in sale, delivery and post-sales warrantee of ICT equipment during the past 2 years.

The vendor is to be duly registered and licensed by the relevant authorities of its country of origin for a period of **minimum 2 years**.

The vendor shall be a certified partner/dealer/reseller of the company (ies) they would propose its products.

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.

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 D**).

UNHCR General Conditions for Provision of Goods:

Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods by signing **Annex E**.

UN Supplier Code of Conduct: Your technical offer should contain your acknowledgment of the UN Supplier Code of Conduct by signing **Annex F**.

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial offer** must contain an overall offer in **USD currency only**

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 following details shall be provided for each item:

Unit costs: The bidder shall quote the unit price inclusive of the supply and the delivery at the location specified in p. 2.4.1 of this ITB document.

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 closing deadline of this tender**. UNHCR will make its best effort to select a company within this period.

UNHCR's standard payment terms are within 30 days after satisfactory delivery of the goods and receipt of the invoice and other related documents in good 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 Technical Evaluation:

Evaluation of the received **Technical Offers** will be based on a *Pass/Fail* determination of whether each Bid substantially conforms to the below-stated criteria:

| No. | Technical Evaluation Criteria | Pass/Fail |
|-----|------------------------------------------------------------------------------------------------------------|-----------|
| 1. | Offered items correspond to the technical specifications detailed in Annex A | |
| 2. | Offer is in conformity to the UNHCR's delivery terms (DDP) | |
| 3. | Warranty period and after-sales services are offered by the supplier | |
| 4. | Vendor's specialty, qualifications and experience meets the pre-set requirements mentioned in 2.4.1 | |
| 5. | The Bidder is a UNHCR registered vendor or has provided a Valid Registration Form | |
| 6. | The bidder is a certified partner/ dealer/ reseller of the company they would propose its products | |
| 7. | The delivery period should not exceed three weeks | |

2.5.2. Financial Evaluation:

Evaluation of **Financial Offers** - bids will be tabulated and compared with those received from all commercial entities participating in the solicitation exercise. Thus, it is of critical importance that the bidders submit complete Offers. The contract may then be awarded to the vendor(s) with the lowest priced Offers passing the technical evaluation.

2.5.3 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.

UNHCR encourages vendors to register their company with the United Nations Global Marketplace (UNGM) - the common procurement portal of the United Nations system of organizations. UNGM has three levels of registration: Basic, Level 1, and Level 2.

Where a Vendor is registered already with UNGM at Level 1 or Level 2, there is no need to re-submit the relevant documentation to obtain registration with UNHCR at any level. In such cases, the vendors would only need to reflect in their offer to UNHCR the UNGM supplier registration number, certifying that the vendor-related data in UNGM has been updated. UNHCR Supply Staff would then collect the required documentation directly from UNGM and proceed with the relevant verification.

Registration with UNGM at any level does not automatically grant registration with UNHCR.

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.

Bid must be sent by e-mail ONLY to: lbytrsup@unhcr.org

IMPORTANT:

The technical offer and financial offer are to be sent in separate PDF attachments. Failure to do so shall result in disqualification of the offer.

The subject of the email must clearly state the type of offer (i-e financial or technical)

Deadline: 18/03/2019 23:59 hrs Libya Time (UTC+2)

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 **[8] 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 - **19/ITB/LBY/TR/005**
- 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.

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

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.

Signature
Khurram Jamil, Supply Officer
Supply Unit
UNHCR Libya Operation

