



UNHCR

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

DATE: 29/10/2019

INVITATION TO BID: No. CAI/ITB/005/2019

FOR THE SUPPLY OF DESKTOPS AND ACCESSORIES

CLOSING DATE AND TIME: 30 November 2019 – 23:59 hrs Cairo 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 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>.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), UNHCR in Cairo, invites qualified suppliers, to make a firm offer **for the supply of desktops and accessories for UNHCR Egypt operation in accordance with the requirements specified under Lot 1, Lot 2 and Lot 3 as described in Annex A.**

IMPORTANT: Please carefully take note of article 5 (Subcontracting), 16 (Termination) and 19 (Settlement of Disputes) of the attached General Terms and Conditions (Annex D)

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 (Specs)
- Annex B: Financial Offer Form *(to be filled and submitted)*
- Annex C: UNHCR General Conditions of Contracts for the Provision of Goods
- Annex D: Vendor Registration Form *(to be filled and submitted)*

2.2 ACKNOWLEDGMENT

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

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid

2.3 REQUESTS FOR CLARIFICATION AND BIDDERS CONFERENCE

Bidders are required to submit any request for clarification or any question in respect of this ITB by e-mail to hannam@unhcr.org copying lukovica@unhcr.org , **the deadline for receipt of questions is 16 November 2019 at 23:59 hrs**

IMPORTANT: Please note that Bid Submissions are NOT to be sent to the e-mail address above, they will **ONLY** be accepted when sent to the email address provided in the "Submission of Bid" section 2.6) of this ITB.

UNHCR will compile the questions received and will respond to all bidders participating in the tender competition, shortly after the query deadline.

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 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.

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 specifications of the requested goods by UNHCR can be found in **Annex A**. Your technical offer should be concisely presented and structured to include, but not necessarily be limited to, the following information by submitting Annex B, C and E:

- a. A description of your **company profile** with the following information and documentation:
 - Year founded and Description of core business and management structure;
 - Copy of license to carry out the services;
- b. **UNHCR General Conditions of Contract (Annex C):** By submitting an offer for this tender, you are automatically acknowledging the UNHCR General Conditions for Provision of Goods.
- c. **Vendor Registration Form:** your company should complete, sign and submit with your technical proposal the Vendor Registration Form (**Annex D**) – **must** include information on company's **business bank account**.
- d. **UN Supplier Code of Conduct (Annex E):** By submitting an offer for this tender, you are automatically acknowledging the provisions of the UN Supplier Code of Conduct.

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in a single currency, i.e. Egyptian Pound (EGP). For evaluation purposes only, the offers submitted in currency other than US Dollars might be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

The Financial Offer to be provided (price "all inclusive" Delivery, VAT..etc...).

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.

BANK ACCOUNT

UNHCR will **not accept** offers from companies that have not the following requirements in the vendor registration form (Annex E):

- a) Commercial bank account
- b) Name of the company should match with the bank account.

لا ينظر بالعروض المقدمة من الشركات التي لا تمتلك حسابا مصرفيا تجاريا أو في حال عدم تطابق اسم الشركة الوارد في السجل التجاري مع اسم الحساب المصرفي

UNHCR is not exempt from all direct taxes and customs duties. With this regard, price has to be given reflecting the VAT applicable.

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 150 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 **Supplier Eligibility and Registration:**

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/sc/suborg/en/sanctions/un-sc-consolidated-list#entities>.

The qualified supplier(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.

- Vendor Registration Form (Annex E) should be signed and submitted with required attachments

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

- Ability to respond quickly to Agency's needs,
- Timely delivery,
- Dependability and quality of products and services.

2.5.2 Technical and Financial evaluation:

All bids from pre-qualified suppliers will be evaluated based on:

Technical Evaluation: The evaluation will be conducted in two (2) steps and according to the criteria evaluated based on the on pass or fail methodology described in the table below:

EVALUATION CRITERIA – Step 1	Evaluated:
Company registration documents and business license provided, confirming core business in the supply of required items for more than 3 years.	Pass / Fail
Copies of audit reports for 2016, 2017 and 2018 provided.	Pass / Fail
At least 3 credible contracts, work orders, PO or reference letters on the letterhead and/or stamp of the client submitted.	Pass / Fail
Completed Vendor Registration Form or UNHCR Vendor ID provided (if the vendor is already registered).	Pass / Fail
Delivery lead-time of no longer than 60 calendar days from the date of issuing the Purchase Order.	Pass / Fail
Warranty period(s) indicated.	Pass / Fail
EVALUATION CRITERIA – Step 2 - Sample review	
If your offer has passed Step 1 of the evaluation process, the UNHCR Technical Evaluation Committee will request you to deliver samples for review. If you fail to provide samples, your offer will be disqualified from further evaluation.	Pass / Fail

IMPORTANT: The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the technical evaluation process and has been accepted by UNHCR as meeting the technical specifications and formal requirements set forth herein.

Financial Evaluation:

The financial offer will be analyzed only for those suppliers that pass the technical evaluation.

2.6 SUBMISSION OF BID:

2.6.1 Submission of Offers:

Deadline: 30 November 2019, 23:59 hrs Cairo 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.

Bids should be **submitted by E-MAIL ONLY** and must contain all required attachments.

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

o **SUBMITTED BY EMAIL:**

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 **7 Mb** so it may be necessary to send more than one e-mail for the whole submission. Documents should be submitted in PDF format.

E-mail submissions must be sent ONLY to: arecaten@unhcr.org

Please indicate in e-mail subject field:

- CAI/ITB/005/2019- *Desktops and Accessories*
- Name of your firm
- The title of the attachment (e.g. technical or financial proposal)
- Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

Please Note: 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 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 offer. 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.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES

Please note that the UNHCR General Conditions of Contracts (Annex C) will be strictly adhered to for the purpose of any future contract. By submitting an offer for this tender the Bidder automatically accepts these terms and conditions



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