

DATE: 03/09/2019

**INVITATION TO BID: No. HCR/IRQER/2019/ITB/022
FOR THE ESTABLISHMENT OF
FRAME AGREEMENT FOR THE SUPPLY OF SANITARY KITS IN ERBIL, IRAQ
CLOSING DATE AND TIME: 03/10/2019 – 23:59 HRS IRAQ LOCALTIME**

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 15,000 people in more than 128 countries continues to help about 70 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 invites qualified bidders duly registered with the Government of Iraq to make a firm offer for the establishment of Frame Agreement (s) for the supply of Sanitary Kits referred to hereinafter as goods.

IMPORTANT:

Exact Technical Specifications of the items are detailed in Annex A of this document.

2. DURATION

UNHCR Iraq may award Frame Agreement(s) with initial duration of 2 years, potentially extendable for a further period of 1 (one) year. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

The estimated requirement for the 2 (+1) years Frame Agreement is **1,024,164** Kits.

Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase the above quantities. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Frame Agreement.


Other United Nations Agencies, Funds and Programmes shall be entitled to the same prices and terms as those contained in the offers of the successful bidders and could form the basis for a Frame Agreement with other UN Agencies.

IMPORTANT:

When a Frame Agreement is awarded, either party can terminate the agreement only upon 90 days (3 months) notice, in writing to the other party.

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 – July 2018 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.



QUALITY CONTROL THROUGHOUT THE FRAME AGREEMENT:

UNHCR will carry out random quality inspections, including specific selected criteria for laboratory tests of the product(s) or items selected by UNHCR or by an independent surveyor appointed by UNHCR from samples selected during production, upon departure, loading , unloading, arrival to destination or from any storage location. The cost of the quality control inspections and laboratory tests will be covered by UNHCR.

In cases of supplier's quality default, in addition to the good's PO penalty clauses, the inspection and laboratory cost will be charged to the supplier.

No Sub-Contracting is allowed

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

3. BIDDING INFORMATION

3.1 ITB Documents

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

- Annex A: Technical Specifications
- Annex B: Financial Offer Form / **to be submitted as separate file.**
- Annex C: Vendor Registration Form: You should complete, **sign and submit with your technical proposal** the Vendor Registration Form if you are not already registered vendor with UNHCR. If you are already registered with UNHCR, your vendor ID should be stated.
- Annex D: UNHCR General Conditions of Contracts of Goods/ **to be submitted (signed and stamped to confirm acceptance)**
- Annex E: UN Supplier Code of Conduct / **to be submitted (signed and stamped to confirm it acceptance)**

3.2 Acknowledgement

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

- Your confirmation of receipt of this invitation to bid;
- Whether or not you will be submitting a bid and if not inform reason(s).

3.3 Requests for Clarification

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to gurungd@unhcr.org with copy to babikir@unhcr.org with clear indication of the ITB reference in the subject line. **The deadline for receipt of questions is 23:59 HRS Iraq Local Time on 16/09/2019.** Bidders are requested to keep all questions concise.

IMPORTANT:

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

UNHCR will compile the questions received. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

3.4 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 section 3 of this ITB; the "Submission of Bid".

Your offer shall comprise the following two sets of documents (emails/envelopes):

- a. Technical Offer
- b. Financial Offer

Submission of your technical and financial offers has to be in separate documents (emails or envelopes).

3.4.1 Content of the Technical Offer

IMPORTANT:

No pricing information should be included in the Technical offer. Failure to comply will disqualify the offer.

Your technical offer should clearly state whether or not the goods you are offering are fully conforming as indicated in Annex A Technical Specifications. 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 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 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 300,000 or equivalent in local currency @ USD 1 = IQD 1,170.
- **Earnest Money/Bid Security:** Technical offer should be accompanied by the sum of USD 1,000 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.**
- **Delivery Time:** The bidder shall provide the date of delivery of items. The delivery date should be calculated from the PO date. Early delivery will be advantageous.
- **INCOTERM2010:** Incoterm 2010, **DAP** shall apply for this ITB and for any resulting purchase order. The delivery location is UNHCR Warehouse, Gazna Road, Erbil/ UNHCR Baghdad warehouse.
- **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 manufacturer of the products.
- **Shelf-life:** The bidders should clearly indicate the shelf-life of items comprising the kits. The shelf-life should be 2 years.
- **Quality certificates:** Bidder shall submit a copy of internationally recognized quality certificates.
- **Alternative Products:** If an alternative products(s) that fulfill the same function or offer better performance in terms of quality, cost-effectiveness, environmental impact, ...etc., is offered, they must meet the minimum requirement mentioned in Annex A and benefits clearly illustrated.
- **Consignment stock:** From time to time, at UNHCR's discretion suppliers may be requested to hold stock for UNHCR pursuant to purchase orders placed by UNHCR. Such stock held at the suppliers premises, would be awaiting assignment by UNHCR for delivery.

IMPORTANT: Mandatory Sample Assessment (unreturnable samples)

All the bidders are required to SEND a Sample of listed items to UNHCR Office, to the following below address, prior the closing date of 03/10/2019 at 15:00 hrs Iraqi time.

Sample check will be performed by the UNHCR team in order to confirm the product(s) offered meet the item specifications and comply with the standards and testing criteria stated in Annex A "Technical Specifications."

Samples submission and sample delivery address:

- The sample provided should be clearly marked with vendors' name;
- The sample provided is non-returnable;
- The sample should be hand delivered to -

UNHCR Warehouse,
Gazna Road, Erbil
Thaer; mobile – 07504155066

3.4.2 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:

- i. The unit price should be inclusive of all charges including transportation;
- ii. The total price that must be a product of the unit price and the quantity;
- iii. 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.

4. Bid Evaluation

4.1 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.

4.2 Technical and Financial evaluation:

Evaluation shall be made on technical and financial basis.

4.2.1 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
1	Has the vendor submitted sample of all required items as per the required specifications spelled out in Annex A. <i>(provide Sample, brochures and detailed specifications)</i>	Pass/Fail
2	Does the vendor has the capacity and experience in similar projects? At least two (2) similar / comparable projects? <i>(provide company profile and requested certificates/documents i.e. contracts purchase orders, work order....etc.)</i>	Pass/Fail

3	Has the vendor submitted a Bid Security of USD 1,000.00 in the form of a “good for payment” cheque in the name of UNHCR valid for 90 days from tender closing date?	Pass/Fail
4	Is the bidder financially sound with Annual Turnover of at least USD 300,000 or Equivalent in Local Currency? <i>Provide bank statement/audited financial report.</i>	Pass/Fail

4.2.2 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.

For arithmetic errors in your offer, the total bid price will be corrected by taking the unit rates into account.

5. Submission Of Bid

The offer may be submitted **by email OR hand delivery.**

If delivered by hand, envelope 1 for technical proposal and envelope 2 for financial proposal, then both envelopes should be sealed in the third (outer) envelope.

a) Envelope 1:

Name of your firm - Technical Proposal for Supply of Sanitary Kit, Erbil, Iraq.

b) Envelope 2:

Name of your firm - Financial Proposal for Supply of Sanitary Kit, Erbil, Iraq.

The hand delivery documents should be delivered to UNHCR tender box located at the gate of below address:

<p>The outer envelope should be addressed to:</p> <p>Bid Opening Committee</p> <p>HCR/IRQER/2019/ITB022 – FRAME AGREEMENT FOR SUPPLY OF SANITARY KIT</p> <p>UNHCR Erbil Sub Office 100m - Airport Road UN Compound, Erbil</p>

If submitting by email, you should submit your proposals to this email address: IRQERTENDERS@UNHCR.ORG

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.).

Separate email(s) for technical offer and separate email(s) for financial offer.

a) Name of your firm - Technical Proposal for Supply of Sanitary Kit in Erbil, Iraq.

(The email should be clearly labeled indicating number of e-mails that are sent (example: 1of1, 2of1, 3of1 and so on))

b) Name of your firm - Financial Proposal for Supply of Sanitary Kit in Erbil, Iraq.

(The email should be clearly labeled indicating number of e-mails that are sent (example: 1of2, 2of2, 3of2 and so on))

IMPORTANT:

Any bid received after this date and time will 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.

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 necessary for a comprehensive understanding of its offer by UNHCR.

Deadline: 03/10/2019- 23.59 hours. Iraq Local Time.

IMPORTANT:

Any bid received after this date and time will be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids by notifying all prospective bidders simultaneously.

IMPORTANT:

The Financial offer will only be opened for evaluation if the supplier's technical proposal has passed the technical evaluation and has been considered by UNHCR as technically responsive.

Important Dates to Note for Bid Submission:

Tender available to vendors	03/09/2019 to 02/10/2019
Last day for queries	16/09/2019 at 17:00 hrs. Iraqi Time
Last day for submission of sample	03/10/2019 - 15.00 hrs. Iraqi Time.
Closing date for submission of bids	03/10/2019 - 23.59 hrs. Iraq Local Time.

6. 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 quantity** 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, efficiency and best value for money.

7. SOME OF THE REASONS OF DISQUALIFICATION

- Bidder fails to submit Financial and Technical proposal in a **separate** email/envelope as specified in the tender documents;
- bid documents are received by email address other than that specified in the tender documents; and/or Bid documents are received 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.

8. 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>.

9. Currency and Payment Terms for Purchase Orders


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

10. UNHCR General Conditions of Contracts of Goods

Please note that the General Conditions of Contracts (**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.

11. 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.

 **Abdulelah A. Babikir,**
Supply Officer,
UNHCR – Iraq, Erbil Office

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)

1. Technical Offer Form
- **Earnest Money/Bid Security:** Technical Proposal should be accompanied by the sum of USD 1000 or equivalent in local currency @ USD 1 = IQD 1,170 in the form of a **bank guarantee, bank issued “good for payment”** cheque in favor of UNHCR. Uncertified/personal cheque will **NOT** be accepted. The bid security must be **valid for at least 3 months from the closing date of the tender**
2. Company profile.
3. Registration documents.
4. List of POs and Contracts from previous experience
5. Annex C (Vendor Registration Form) and its attachments:
6. Annex D (Signed UNHCR General Conditions of Contracts of Goods).
7. Annex E Supplier’s Code of Conduct, signed and stamped
8. Any other documents required as per this ITB.

Financial folder (Email/envelope B)

1. Annex B in the attached Financial Proposal Form.

