



UNHCR

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

DATE: 23-OCTOBER-19

INVITATION TO BID: No. SC/ITB/19/053

FOR SUPPLY OF DIFFERENT TOOL KITS

CLOSING DATE AND TIME: 25-NOV-19 – 23:59 HOURS PST

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), Islamabad, invites qualified suppliers and manufacturers to make a firm offer for the supply of tool kits at different locations in Pakistan (referred to hereinafter as goods).

IMPORTANT:

Exact technical specifications of the items are detailed in Annex B of this document.

Please note that figures have been stated (Annex-B) in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase the mentioned quantity. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders.

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 random quality inspections, including specific selected criteria for laboratory test to products 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.

Sub-Contracting: Please take careful note of article 4 of the attached General Terms and Conditions (Annex E).



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: Calendar of activities
- Annex B: Technical Specifications
- Annex C: Financial Offer Form to be filled and submitted in the financial offer.
- Annex D: Vendor Registration Form to be filled and submitted by bidders who are neither registered with UNHCR nor with UNGM
- Annex E: UNHCR General Conditions of Contracts for the Provision of Goods– *2010 to be acknowledged.*
- Annex F: UN Supplier Code of Conduct (to be acknowledged)

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to pakissc@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 pakissc@unhcr.org The deadline for receipt of questions is 15-November-2019 17:00 hrs *PST*.

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. A Questions & Answers document will be prepared and posted on the UNHCR website by 17-Nov-19.

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 B**. 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 also be provided in the Technical Offer.

Registration of Firm: The bidder shall provide copies of registration documents in the country of operation like valid certificate of registration of the business, Articles of Incorporation etc. The core business must be in line with the manufacturing/supply of items as mentioned in Annex-B.

Company Profile: The bidder shall provide complete company profile including description of the company and the company's qualifications (contract capacity): A description of your company with the following information: (Relevant documents must be signed/stamped where applicable).

- i. Year founded and type of firm (e.g. Manufacture, Distributor, Trader, Reseller);
- ii. Number of years of experience in supply of similar products/equipment;
- iii. If multi location company, specify locations of presence in the Pakistan.
- iv. Number of institutions the company has supplied same goods to. Please, provide contact details of such institutions. UNHCR at its sole option may decide to conduct reference checks of the quality of the equipment and level of after sales services provided by the bidder.

Financial Soundness: Your offer should include bank statements or audited financial statements for the past 3 years showing an annual turnover of at least PKR 10.00 Million. If your statement is in any currency other than USD or Pakistan rupees, it shall be converted to USD using the UNHCR exchange rate at the time of bid evaluation. Your bank statement must be from a bank with a minimum credit rating of A. Transactions to be considered in the bank statement must be before the issue date of this tender and must be from a bank with a minimum credit rating of A.

Experience of Firm: The bidder shall show proof of a minimum of 3 years' experience in the manufacture/supply of the items by submitting at least 3 contracts, work orders, POs or reference letters. All documents must be credible with letter heads and/or stamps of issuing organizations.

Earnest Money/bid security: Your technical offer should contain a bid security of PKR 100,000 in the form of a Demand Draft / Pay Order / CDR / bank certified check from a bank with a minimum credit rating of "A" in favor of UNHCR-Pakistan. In case of electronic submission, scanned copy should be provided with technical proposal and original bid security should be dispatched at the following address;

Bid Security for the Tender of Tool Kits

SC/ITB /19/053

LCC Secretary

United Nations High Commissioner for Refugees (UNHCR)

Diplomatic Enclave-II, Quad-i-Azam University Road, Sector G-4, Islamabad.

Incoterms: The International Chamber of Commerce Incoterms 2010 shall apply for this ITB and for any resulting purchase orders(s).

Packaging and Delivery Instructions: Selected bidder/s will be required to pack each tool kit separately and will be responsible for delivery of tool kit/s at the required destinations mentioned in Annex-B.



Delivery Capacity: UNHCR would appreciate early delivery. The bidder shall clearly state the delivery time in **number of calendar days**. *The maximum delivery time is 30-45 days from the date of signing of contract/issuance of Purchase order.*

Inspection: Pre or Post delivery inspection of items will be applicable and will be advised at the time of purchase.

Tool Kit Name and Supplier Identification Marks: The successful bidders will be expected to fix non-removable and permanent marking on each individual kit clearly identifying the name of kit, PO, location name and the supplier name.

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 also contain your acknowledgement of the UN Supplier code of conduct by signing **Annex F**.

Alternative Products: If you have an alternative product(s) that fulfill the same function or offer better performance in terms of quality, cost-effectiveness, environmental impact, etc., we would like to ask you to include them in your offer in addition to the offer for items specified in Annex B.

Please note, that if these alternative products are deemed as viable alternative to the existing product pending an evaluation from our technical experts, we will be issuing a separate tender notice for purposes of establishing agreements for those.

IMPORTANT:

If you have alternative product to offer, please clearly indicate the advantages over the standard items (**Annex B**). Do not send only an offer for an alternative product, i.e. these should be send in addition to an offer for the standard items requested. Do not send any samples of the products at this stage.

2.4.2 **Content of the FINANCIAL OFFER**

Your separate **Financial offer** must contain an overall offer in a single currency i.e. PKR.

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.

UNHCR is exempt from all direct taxes and customs duties. With this regard, price has to be given without VAT/GST/Income Tax.

You are requested to hold your offer valid for 180 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 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 of the suppliers as per the following:

- Desk review of bidders' submissions on conformity with the criteria on 2.5.2 below
- Inspection of the samples

2.5.2 Technical and Financial evaluation:

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

Technical Evaluation: All technical bids will be evaluated on the following baseline criteria which is composed of "Preliminary" and "Technical Criteria". Bidders who qualify in preliminary criteria will be evaluation further for technical evaluation. Therefore, bidders are requested to provide necessary documents in order to support the mentioned criteria, and any bid failing to meet the 1 (one) criteria will be considered as disqualified.

PRELIMINARY CRITERIA	
Has the bidder provided a Business Registration document with core business in the manufacture and/or supply of item?	Pass/Fail
Bid Security of PKR 100,000 is submitted?	Pass/Fail
Does the bidder have a physical presence (agent/partner/franchisee) in Pakistan?	Pass/Fail
UN general conditions for the provision of goods acknowledged (signed) and submitted?	Pass/Fail
TECHNICAL CRITERIA	
Do the offered specifications conform to required specifications spelled out in Annex-B?	Pass/Fail
Experience in the supply of similar products. Minimum 3 years, at least 3 credible contracts, work orders, PO or reference letters on the letterhead and/or stamp of the client submitted?	Pass/Fail
Financial standing; audited financial statement or certified bank statement for the past 3 years with a minimum annual turnover amount of PKR 10.00 Million	Pass/Fail
Delivery Completion Time acceptable? Maximum 30-45 calendar days upon issuance of Purchase order.	Pass/Fail

Financial Evaluation: Financial proposal will be opened for only technically qualified bidders and samples will be requested from three lowest bidders.

Please, ensure that the samples you are providing for testing and visual inspection are available in adequate quantities in the market because after awarding the contract, UNHCR shall not attend to any claims of stock outs or non-availability. Should this happen UNHCR shall consider that the contractor has defaulted in his obligations.



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.

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, labour, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

2.6 SUBMISSION OF BID:

The offers must bear your official letter head, clearly identifying your company. The Technical and Financial offers shall be clearly separated.

Bids should be submitted through courier to the following address OR by email to pakisitb@unhcr.org. By hand submission of proposals to UNHCR office is not allowed.

*Bid for the Supply of Tool Kits
SC/ITB /19/053
LCC Secretary
United Nations High Commissioner for Refugees (UNHCR)
Diplomatic Enclave-II, Quad-i-Azam University Road, Sector G-4, Islamabad.*

Important Note

Please note that bidders who choose to submit hard copies of their bid, need not send it through email. Bidders who choose to submit bids through email, must ONLY send it to pakisitb@unhcr.org as sending of such information to any other email address will automatically disqualify the bid. Bidders will be responsible for addressing the email correctly and UNHCR will not be responsible for late delivery of email due to any technical problem

Please indicate in e-mail subject field:

- Technical/Financial Bid for SC/ITB/19/053 – Tool Kits
- Name of your firm
- Number of e-mails that are sent (example: 1/3, 2/3, 3/3).

IMPORTANT:

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

Deadline: 25-NOVEMBER-2019, 23:59 hrs. PST

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 **5 Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in e-mail subject field:

- Technical / Financial Bid for SC/ITB/19/053 Tool Kits
- 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.

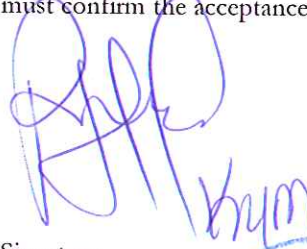
Please note that UNHCR is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, 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
Kum Roland Fang, Supply Officer
Supply Chain Unit
UNHCR Islamabad-Pakistan

