

**Date: 29/11/2013**

**INVITATION TO BID NO:  
ITB-2013-026**

**FOR THE PROCUREMENT OF  
A PREFABRICATED UNIT**

**CLOSING DATE AND TIME: 11 December 2013 - 23.59HRS CET**

**INTRODUCTION TO UNHCR**

The Office of the United Nations High Commissioner for Refugees 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 7,735 people in 126 countries continues to help about 33.9 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> and [www.unhcr.gr](http://www.unhcr.gr).

**1. REQUIREMENTS**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Greece, invites qualified companies to submit a firm offer to produce, deliver and install a prefabricated unit in Fylakio, Evros.

**IMPORTANT:**

Terms of Reference (TOR) are detailed in Annex A of this document.

The successful bidder will be requested to maintain their quoted price for the duration of 90 days.

**IMPORTANT:**

When a service contract 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 Services shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

It is strongly recommended that this Request for Proposal and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Sub-Contracting: Please take careful note of article 5 of the attached General Terms and Conditions (Annex C).

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: Terms of Reference (TOR)
- Annex B: Technical offer form
- Annex C: Financial offer form
- Annex D: Vendor Invitation letter (applicable only to non-UNHCR vendors)
- Annex E: Vendor Registration Form (applicable only to non-UNHCR vendors)
- Annex F: UNHCR General Terms and Conditions for Purchase of Goods & Services (December 2010 version)
- Annex G: Inquiry form

**IMPORTANT:** Inclusion of copies of your offer with any correspondence sent directly to the attention of any UNHCR staff can result in disqualification of the offer. Please send your offer directly to the address provided in the "SUBMISSION OF BIDS" section of this ITB.

**YOUR OFFER:** Please make sure that a technical offer, to be completed on Annex B, is submitted with your tender documents. The financial offer should be completed on Annex C and submitted separately to the technical offer. **All offers will be assessed on the basis of the lowest price offered in compliance with the specifications provided in the Terms of Reference.**

### **2.2) QUERIES- CLARIFICATION REQUESTS**

Bidders are required to submit all their **enquiries in respect of this invitation to bid by e-mail to [grc01itb@unhcr.org](mailto:grc01itb@unhcr.org)**, using the inquiry form attached (Annex G). **The query closing date is Thursday, 5 December 2013, 23:59.** UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once shortly after the query deadline.

### **2.3) TECHNICAL OFFER**

The **technical offer** should include the below:

#### **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 Terms of Reference (TOR) of the goods and services requested by UNHCR can be found in Annex A. You should use your company's heading to complete the technical offer form (Annex B). Your technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

#### **a) GOODS AND SERVICES:**

- Place of manufacture, origin of item.
- Defects, liability and guarantee period.
- Detailed specifications.
- Should your specifications differ from that called for, a full technical description must be provided.

#### **b) PACKING AND TRANSPORT DETAILS:**

- Net and gross Weight in Kilos
- Gross volume in cubic meters

- c) **DELIVERY CAPACITY:**
- Time required for completion and delivery/installation.
- d) **INCOTERMS:** The International Chamber of Commerce Incoterms 2010 shall apply for this ITB and for any resulting purchase order(s).
- e) **INSPECTION:** Inspection of goods will be applicable and will be advised at the time of purchase. The inspection will be arranged and paid for by UNHCR. Please note that inspection charges resulting from the supplier's default will be charged directly to the supplier.
- f) **PLACE OF INSPECTION:** The Bidder shall state the place of inspection.
- g) **COUNTRY OF ORIGIN OF THE SUPPLIER AND PLACE OF MANUFACTURE:** The bid shall state the country in which the supplier is registered, as well as the country and place of manufacture of the products. This information is needed for statistical purposes.
- h) **WARRANTY:** The bid will include defects and liability period with terms of warranty. The warranty and guarantee period should be specified in your offer.
- i) **CERTIFICATE:** If available, the bidder should submit a copy of internationally recognized quality certificate of the manufacturing company together with copy of quality certificate for the finished product.
- j) **Description of the Firm and the Firms' qualifications**  
 UNHCR expects the bidders to provide the following information and documents:
- Brief company history
  - Main Office
  - Web site
  - Current corporate structure and operational Structure
- k) **Experience and expertise**  
 UNHCR expects the contractor to provide three references on recently completed or ongoing works similar to the works described in the present ITB with the following information:
- Customer Name
  - High Level description of the Project
  - Date of Project (start & completion)
  - Full Contact information
- l) **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 E). Vendor registration documents do not need to be provided if the vendor is already registered in the UNHCR database and received a valid Purchase Order in 2011-2013.
- m) **UNHCR General Conditions for Provision of Goods and Services:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods and Services by signing Annex G.

## **2.4 FINANCIAL OFFER**

The **financial offer** should consist of the below:

Your separate Financial Offer must contain an overall offer in EURO, with costs broken down into components for goods and services, as per the specifications on the table in the annex.

The Financial Offer is to be submitted as a separate Annex (**Annex C**). You may include any additional information and documents to complement your financial offer in separate files.

The Financial Offer must include VAT with its cost indicated separately. UNHCR's standard payment terms are within 15 business days after delivery and the satisfactory completion and inspection of works.

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.

### **3 BID EVALUATION**

#### **a) Supplier Registration**

The qualified suppliers will be added to the Vendor Register 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.

#### **b) Financial and Technical evaluation**

All bids will be evaluated based on:

- Compliance with the detailed specifications provided
- Cost
- Delivery capacity
- Delivery time

### **4 SUBMISSION OF BIDS**

Bids can be submitted only by email to the following email address:

[grc01itb@unhcr.org](mailto:grc01itb@unhcr.org)

Subject line: ITB-2013-026-[NAME OF COMPANY]

**IMPORTANT:** Bids that are otherwise addressed and/ or copied or sent to other addresses or individuals can be marked invalid and not considered for evaluation. **The maximum size of emails sent to above mailbox is 5MB, therefore your bid may be broken into multiple e-mails.**

**All bids must be received latest by Wednesday 11 December - 23.59HRS CET.**

**a) LATE SUBMISSION OF BIDS:** Bids received after the deadline for submission of bids and bids transmitted in any other manner than those indicated above will not be considered. The offers must bear your official letter head, clearly identifying your company.

**b) BID VALIDITY:** The bid submitted must remain valid for acceptance for at least 90 days from the Invitation to Bid closing date.

**c) BID ACCEPTANCE:** UNHCR reserves the right to accept the whole or part of your bid. The lowest tender does not need to be accepted by all means. Information provided by the bidder will constitute the basis for eventual award of purchase order. UNHCR may, at its discretion, extend the deadline for the submission of proposals, 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.

**d) 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 Services (December 2010 version) and in the currency in which the Purchase Order (PO) is issued.

**e) UNHCR General Conditions for the Purchase of Goods and Services (December 2010 version):**

Please note that these terms and conditions (**ANNEX G**) 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.

**f) UN Global Compact and Other Considerations**

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

Consequently we have included environmental factors in our pre-qualification criteria for approval of suppliers and even in our tendering and tender evaluation process. UNHCR's policy is to purchase products and services which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packaging, use and disposal of goods may form part of UNHCR's evaluation and selection criteria.

Yours sincerely,



Eleni- Effrosyni Spentzou  
Asst. Administration/Finance Officer  
UNHCR Greece