



**UNHCR**

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

**DATE: 11/01/2016**

**INVITATION TO BID: No. ITB/GRC/2016-001**

**FOR THE ESTABLISHMENT  
OF A FRAME AGREEMENT FOR THE SUPPLY AND INSTALLATION OF  
OFFICE FURNITURE IN GREECE**

**CLOSING DATE AND TIME: 01/02/2016 – 23:59 hrs EET**

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**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 6,600 people in more than 110 countries continues to help about 60 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), Athens Branch Office invites qualified suppliers and manufacturers to submit a firm offer for the establishment of Frame Agreement(s) for the supply, delivery and installation of Office Furniture for UNHCR premises disseminated in all Greece (including all the island locations where UNHCR operates).

**IMPORTANT:**

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

UNHCR may award Frame Agreement(s) with initial duration of 2 (two) 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 estimation of quantities are difficult to provide. For the new UNHCR premises in Athens with more than 60 staff estimated, will be required about 500 units of different office furniture items. UNHCR is increasing their operations in all Greece, therefore will be a demand for office furniture within the coming two years. As well UNHCR will consolidate the opening of field offices across the country that may require diverse type of office furniture.

Please note that the information provided is an **indication**. It does not represent a commitment that UNHCR will purchase the above quantity. 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 19** “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.

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: 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 and Services – 2010

**2.2 ACKNOWLEDGMENT**

We would appreciate your notification of the receipt of this ITB by return e-mail to [larrosa@unhcr.org](mailto:larrosa@unhcr.org) as to:

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

**IMPORTANT:**

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

## 2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to Pablo Verdu Larrosa, Associate Procurement Officer at [larrosa@unhcr.org](mailto:larrosa@unhcr.org). **The deadline for receipt of questions is 23:59 hrs EET on 22/01/2016.**

### **IMPORTANT:**

Please note that Bid Submissions are **not** to be sent to the e-mail addresses above. Failure to comply with this provision may result in disqualification.

## 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 and only 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 should be completed on ANNEX\_B\_Technical Offer.**

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.

#### **1. Description of the company and the company's qualifications**

A description of your company with the following documents: company profile, registration certificate and last 2 audit periods.

Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the goods.

#### **2. Description and number of similar and successful deliveries**

### 3. Understanding of the required goods

Any comments or suggestions on the specifications, as well as your detailed description of the manner in which your company would respond to the specifications:

- A description of your company's capacity to provide the goods, including a realistic estimated times of delivery;
- 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.

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

**Packing and container utilization details:** The technical offer shall clearly indicate the packing and transport options (e.g. weight, volume, etc.)

**Production Capacity:** The bidder shall state annual production capacity.

**Delivery Capacity:** The bidder shall state the mobilization time, ex-stock quantity and quantities available after one, two, three and four weeks of production lead time.

**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.

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

**Inspection and place of 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. The Bidder shall state the place of inspection.

**Guarantee Period:** The bidder shall state Guarantee Period if any.

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

<b>IMPORTANT:</b>
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**Bidders shall provide a catalogue via email to the same address stated in this document (pdf) or via ordinary post (cd, hard copies) along with the Technical Offer. Failure to comply may result in disqualification.**

Catalogue should be subjected as No. ITB/GRC/2016-001\_catalogue.

**Address:**

UNHCR BO Athens  
12, Tagapiera St.  
Palaio Psychico  
Athens 11525  
Greece

**NOTE:** UNHCR team will (if necessary) in order to assure the quality of models offered by the bidders arrange visits to the supplier's sites. (This visit if necessary) will be arranged with the bidders in advance.

## **2.4.2 Content of the FINANCIAL OFFER**

The Financial offer **should be completed on ANNEX\_C\_Technical Offer Form**. Bids that have a different price structure may not be accepted.

Your separate **financial offer** must contain an overall offer in EUR.

The following details shall be provided for each item:

**Unit costs:** The bidder shall quote the unit price both EXW and DAP (UNHCR Athens metropolitan area, the exact location/s will be indicated by UNHCR on the Purchase Order). The unit cost shall be provided for the supply of product in bulk as well as palletized. Any quantity or other discounts (e.g. volume discounts) shall be clearly indicated. The installation costs per unit should be stated as well.

**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 deadline for submission. UNHCR will make its best effort to select a company within this period. The pricing model quoted in the Supplier's offer will remain valid for the duration of the Frame Agreement. 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 Technical Evaluation:**

- Compliance with the established UNCHR specifications (Annex A)
- Delivery Capacity and lead-times
- Ability to respond quickly to Agency's needs

- Financial standing
- Core business
- Track record

### 2.5.2 Financial evaluation:

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

- Unit cost DAP (Athens),
- Unit cost EXW.

## 2.6 **SUBMISSION OF BID:**

The offers must bear your official letter head, clearly identifying your company.

Bids should be submitted only 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.

**Bids can be submitted ONLY by e-mail to:**

**[GREATITB@unhcr.org](mailto:GREATITB@unhcr.org)**

Please indicate in e-mail **Subject** field:

- Bid Ref. **ITB/GRC/2016-001**
- Name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/4)

For example: ITB/GRC/2016-001 (Company Name) 1/2

### **IMPORTANT:**

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

**Deadline: 01/02/2016 23:59 hrs EET**

### **IMPORTANT:**

Any bid received after this date or addressed and/or sent or copied to another UNHCR address or individuals 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.

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 AND SERVICES**

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.

**Pablo Verdu Larrosa**  
**Associate Supply Officer**  
**United Nations High Commissioner for Refugees (UNHCR)**  
**Office in Athens**