

**Date: 11/04/2013**

**INVITATION TO BID NO:  
ITB – 013- 005**

**FOR THE SUPPLY AND DELIVERY  
OF OFFICE FURNITURE**

**CLOSING DATE AND TIME: 26/04/2013- 23.59HRS CET**

**1. GENERAL INFORMATION**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Greece, invites qualified suppliers and manufacturers to submit a firm offer for the supply and delivery of Office Furniture. Detailed specifications of items required are listed in Annex A in Greek.

Places of delivery:

Athens, Thessaloniki, Alexandroupolis, Orestiada, Rhodes, Lesvos (exact addresses to be communicated upon placement of the orders)

**2. BIDDING INFORMATION**

**a) BIDDING DOCUMENTS**

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

- Annex A: Bidding form with detailed specifications of items required (MS Excel)
- Annex B: Vendor Invitation letter (applicable only to non-UNHCR vendors)
- Annex C: Vendor Registration Form (applicable only to non-UNHCR vendors)
- Annex D: UNHCR General Terms and Conditions for Purchase of Goods & Services (December 2010 version)

**b) 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). The query closing date is 19 April 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.

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

c) **YOUR OFFER:** Please make sure that a technical offer is submitted with your tender documents that contains the technical specifications for each item. The financial offer should be completed on Annex A 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 on the above table.**

The technical offer should consist of the below:

1) **UNIT COSTS:**

- Unit price
- Place of manufacture, origin of item.
- Defects, liability and guarantee period.
- Detailed specifications.

**Note:** General specifications should not differ from that called for.

2) **PACKING AND TRANSPORT DETAILS:**

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

3) **DELIVERY CAPACITY:**

- Total lead time.

4) **CURRENCY:** Your proposal must be prepared in a single currency, EURO. For evaluation purposes only, your proposal will be converted into US Dollars using the United Nations rate of exchange in effect on the date submissions are due.

5) **LANGUAGE:** Bids shall be prepared in English

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

7) **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.

8) **PLACE OF INSPECTION:** The Bidder shall state the place of inspection.

9) **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.

10) **WARRANTY:** The bid will include defects and liability period with terms of warranty. The warranty and guarantee period should be specified in your offer.

11) **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.

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

13) **VENDOR REGISTRATION:** The suppliers are requested to complete and submit with their offer the Vendor Registration Form (Annex C), together with the necessary supporting documentation as per the Vendor Invitation letter (Annex B). 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 2011-2012

14) **FORMAT OF TENDER:**

d) **BID EVALUATION**

d.1) 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.

d.2) Financial and Technical evaluation

All bids will be evaluated based on:

- Compliance with the detailed specifications provided
- Unit cost
- Delivery capacity
- Delivery lead time

**IMPORTANT:** For evaluation purposes only, the offers submitted in currency other than US Dollars (e.g. EURO) will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

e) **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-013-004-[NAME OF COMPANY]

**IMPORTANT:** Bids that are otherwise addressed and/ or copied or sent to other addresses or individuals will 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 26/04/2013- 23.59HRS CET.**

**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. Descriptive literature (catalogues, etc.) must be sent separately addressed to the attention of the responsible buyer as per the instructions contained in the publication "Doing Business with UNHCR" (available at [www.unhcr.org/supply](http://www.unhcr.org/supply)). Inclusion of copies of your offer (financial and technical) with the literature or samples will result in disqualification of the offer.

**f) 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.

**g) 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.

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

Please note that these terms and conditions (**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.

**i) 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. Admin./ Finance Officer  
UNHCR Greece