



**UNHCR**

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

**DATE: 16/5/2016**

**Amendment Date: 1/6/2016**

**INVITATION TO BID No.: ITB/GRC/2016-009**

***Renovation Civil Works for UNHCR Office in Lesvos  
(Pay attention to Annex A of the Amended Bill of Quantities)***

**CLOSING DATE AND TIME: 6<sup>th</sup> June 2016– 23:59 hrs. Local time**

**SITE VISIT - CONTACT PERSON Mr. Stratis Manolakellis, Mobile 6955634272**

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## **INTRODUCTION TO UNHCR**

The United Nations General Assembly established the Office of the United Nations High Commissioner for Refugees (UNHCR) on December 14, 1950. 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 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), Athens, invites proposals from eligible contracting companies/qualified contractors who are duly registered/licensed with the Government of Greece and have relevant experience for the civil & construction works for UNHCR Sub Office in Lesvos. This includes all works described in detail in the attached Bill of Quantities (BOQ) and Drawings, Annexes A & B.

### **IMPORTANT:**

BOQ detailed in Annex A of this document.

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

Note: This document is not to be construed in any way as an offer to a contract.

## **2. BIDDING INFORMATION**

### **2.1. ITB DOCUMENTS**

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

Annex A: Amended Bill of Quantities (BOQ)

Annex B: Drawings and technical specifications.

Annex C: Amended Financial Form

Annex D: UNHCR's General Conditions of Contracts for the Provision of Goods  
and/or Services - 2010

Annex E: Vendor Registration Form (for suppliers who have not yet registered with  
UNHCR)

### **2.2 ACKNOWLEDGMENT AND EXPRESS OF INTEREST**

Bidder who have expressed their and acknowledged receiving documents may confirm receiving the revised version by email to Mr. Wycliffe Nyongesa [nyongesa@unhcr.org](mailto:nyongesa@unhcr.org) and copy to Mr. Giorgos Saragas [SARAGAS@unhcr.org](mailto:SARAGAS@unhcr.org) as to:

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

#### **IMPORTANT:**

1. Failure to send the above requested information may result in disqualification of your offer from further evaluation.
2. 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 Mr. Wycliffe Nyongesa [nyongesa@unhcr.org](mailto:nyongesa@unhcr.org) and copy to Mr. Giorgos Saragas [SARAGAS@unhcr.org](mailto:SARAGAS@unhcr.org) **The deadline for receipt of questions is 23:59 hrs EET on Thursday 2 June 2016.**

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. Failure to comply with this provision may result in disqualification.

UNHCR will compile the questions received and plans to respond to questions shortly after the query closing date. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

### **2.4 SITE VISIT**

A site visit is may be arranged by contacting **Mr. Stratis Manolakellis, Mobile 6955634272**

## 2.5 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, to be submitted (signed)
- Financial offer, to be submitted (signed)

### 2.5.1 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.

- Your confirmation of your conformity to UNHCR request as mentioned in the BOQ (Annex A) and the drawings (Annex B).
- The project **delivery lead time** after receiving a formal Purchase Order
- 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 D.
- 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).
- List of at least 2 clients to whom you executed similar projects

Your technical offer will be evaluated technically on 4 criteria:

1. Your Company classification in Civil Works and a Contractor's Certification.
2. Your Company specialization should be relevant to the terms and scope of the mentioned works in this ITB.
3. Previous experience in similar projects.
4. Shortest delivery time

## 2.5.2 Content of the FINANCIAL OFFER

- The BOQ (Annex C) which considered as the financial form (excel document) should be filled with the units' rates and the total value of the offer. Bids that have a different price structure may not be accepted.  
Your separate **Financial Offer** must contain an overall offer in euro.
- The financial offer must cover all the services to be provided (price "all inclusive").
- 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.
- 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.

## 2.6 SUBMISSION OF BID

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

Bids should be submitted by e-mail and all attachments should be in PDF format. (Copies of the PDF format documents may, as an addition, are included in Excel or other formats etc.).

The Technical and Financial offers shall be clearly separated.

**Bid must be sent by e-mail ONLY to: GREATITB@unhcr.org**

### **IMPORTANT:**

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

**Deadline: 6<sup>th</sup> June 2016, 23:59 hrs.**

### **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:

- ITB/GRC/2016-009 – Renovation Civil Works.

- Name of your firm with the title of the attachment (separating Technical and Financial Offer)
- 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.

## **2.7 BID ACCEPTANCE**

UNHCR reserves the right to accept the whole or part of your bid. Splitting the contract between contractors is also allowed.

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 Services.

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 Technical and Financial evaluation:**

For the award of this project, UNHCR has established evaluation criteria which govern the selection of offers received. Evaluation is made on a technical and financial basis.

UNHCR will draw up a short list of offers from the submissions received and may conduct company visits as a part of the Technical evaluation.

The technical part will be evaluated based on the evaluation criteria mentioned above under point 2.5.1. The offers which pass the technical evaluation will be considered for financial comparison.

The **Financial** offer will be considered only after passing the Technical evaluation.

## **2.9 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS**

Any Purchase Order (PO) issued as a result of this ITB will be made in Euros. 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.

## **2.9 UNHCR GENERAL CONDITIONS OF CONTRACT:**

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



**Wycliffe Nyongesa, Supply Officer  
Supply Unit  
UNHCR Sub Office Lesvos**