



UNHCR

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

DATE: 27-May -2016

INVITATION TO BID: No. SC/ITB/016/002

FOR THE PROCUREMENT OF STATIONARY ITEMS

CLOSING DATE AND TIME: 04-July-2016 – 17:00 hrs. 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), Quetta, invites qualified and registered companies to make a firm offer for the provision of stationary items.

IMPORTANT:

Exact specification and requirement are provided in Annex C of this document.

UNHCR may issue a purchase order for the supply and delivery of the required assorted stationary materials from the successful vendor who qualifies technically and financially. The offers from the successful bidders would form the basis for an award of a contract. The successful bidder will be requested to maintain their quoted price model for ninety (90) days.

Quantities will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders.

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 purchase order is awarded, either party can terminate the agreement only upon 30 days (1 month) 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 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.

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:	Baseline Criteria
Annex C:	Technical Offer Sheet with detailed specification
Annex D:	Financial Offer Form
Annex E:	Vendor Registration Form
Annex F:	UNHCR General Conditions of Contracts for the Provision of Goods – 2010

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to PAKQUSC@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 PAKQUSC@unhcr.org. **The deadline for receipt of questions is 17:00 hrs *PST* on 24 June 2016.**

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 and reply to questions to all other invited bidders at once.

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 address given below 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 in two different envelopes 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 following details shall also be provided in the Technical Offer.

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

Registration Documents: The bidder shall provide copies of the registration documents with government authorities like NTN Certificate, Company Registration Certificate, Certificate of Incorporation, GST Certificates etc.

Similar Work list of 2014-15: The bidders will provide a list of similar works done in 2014-15, it will be a simple list containing information about the work done in 2014-15, brief description of work, organization name, total amount of contract. UNHCR may go for a reference check with any/all of the organizations with whom the bidders worked with.

Bid Security: Your proposal must accompany with a **2% call deposit** in shape of DD/Pay order issued by a scheduled bank of Pakistan in favor of UNHCR, Quetta. Your offer submitted without bid security shall be deemed as unsuccessful not meeting the initial criteria. Unsuccessful vendors' call deposit will be returned after the completion of the bidding process. Whereas the bid security of the successful vendor will remain with UNHCR for the period till the successful delivery of the goods and services and will be returned after completion of all formalities.

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**).

Place of Inspection: The bidder shall state the place of inspection.

Delivery / Working Time: All the items required under this ITB should be delivered as per the specifications/ instructions on the specified locations (delivery point) within **50 days or less** or AS SOON AS POSSIBLE after placement of the confirmed order.

Delivery Point: **Pakistan Red Crescent Society (PRCS) Building, Airport Road, Alamo Chowk behind SAHAR BAKERS, Quetta**

UNHCR General Conditions for Provision of Goods – 2010: Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods by signing (**Annex F**).

SAMPLE: All those companies who are willing to participate in the bid can provide their samples of all the required stationary materials at the time of bid submission. They can clearly mark their samples with the company name, tender reference number and packing list in a carton box. All the samples will be provided to UNHCR “free of cost” and they will be returned to those companies who could not succeed in the technical evaluation. Please note that the samples provided will be an integral part of the selection process of the potential vendors.

Technical Offer Sheet: Your technical offer should contain the specification or details of the stationary materials being offered to UNHCR with its alternate specification. The technical offer sheet should be in your technical offer with the other documents as mentioned below for the comparison with other offers for a final decision. (**Annex C**)

Also provide the following documents along with the details mentioned above.

- Company Profile
- Year founded;
- If multi location company, specify headquarters location;

- Registration Certificate
- NTN/STN certificates
- Client list details Private / Govt / UN-Agencies
- Past working experience related to similar work (P.Os, work orders)
- Number of similar projects currently underway;
- Annual Turn-over for the period (2013-2014 and 2015)
- Bank Statement (June 2015 to April 2016)
- Signed UNHCR General Conditions for provision of Goods (**Annex F**)
- 2% Call Deposit

2.4.2 **Content of the FINANCIAL OFFER**

Your separate **Financial offer** (Annex-D) must contain an overall offer in a single currency, either in US Dollars, Euros or in the currency of your company's country.

UNHCR is exempted from all direct taxes and customs duties. With this regards, price has to be given excluding all taxes.

IMPORTANT:

The financial offer will only be accepted in the attached Annex-D. Failure to do so may result in disqualification.

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.

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

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 as a supplier such as:

- Random / periodic testing of the supplier's products,
- Ability to respond quickly to Agency's needs,
- Timely delivery,
- Dependability of products and services.

2.5.2 **Technical and Financial evaluation:**

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

- Compliance with the established UNHCR specifications (Laboratory results),

- Unit cost EXW, (non-palletized/palletized),
- Unit cost FCA/FOB, (non-palletized, palletized),
- Delivery capacity.

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.

Bids should be submitted through Courier to the following address.

Bid for Supply and Delivery of Stationary items

ITB No: SC/ITB/016/002

The Head of Sub-office,
United Nations High Commissioner for Refugees (UNHCR)
Chaman Housing Scheme, Airport Road, Quetta
Phone #: 081-2829368-9
Fax #: 081-2829370

IMPORTANT:

The technical offer and financial offer are to be sent in separate and sealed documents/envelops as illustrated below. Failure to do so may result in disqualification.

Deadline: 20 June 2016, 17:00 HRS PST

IMPORTANT: Any bids received after this date or sent in another format or address other than the described above may be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

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 baseline Criteria.

2.7 BID ACCEPTANCE:

UNHCR reserves the right to accept the whole or part of your bid. UNHCR reserves the right to award all packages to a single bidder or split up the order and award multiple contracts to multiple bidders or to increase or decrease the number of stationary items with the same quoted unit prices to offer the final work to the qualified bidder(s).

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 Services 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 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.

Signature



Syed Shabbir Hussain
Associate Supply Officer
UNHCR Sub-office, Quetta



ANNEX A
CALENDER OF ACTIVITES

ACTIVITY	DATE
Bid Closing date and time	04 July 2016 at 1700 HRS
Bid Opening	05 July 2016
Technical Evaluation	06 & 07 July 2016
Sample provision & Evaluation	07 July 2016
Financial Bid Opening	11 July 2016
Final Evaluation	12 July 2016
Recommendation for approval	13 July 2016
Award Notification	22 July 2016
Contract Signing	25 July 2016

ANNEX – B

BASELINE CRITERIA FOR TECHNICAL EVALUATION

Sr.	Criteria
1.	Technical specification for offered items provided, and are as per UNHCR requirement
2.	Core business /experience of the vendor (minimum three years)
3.	Past Experience of Works related to supply and delivery of stationary items (P.Os or Work orders)
4.	NTN and Registration Certificate
5.	Client list details Private / Govt: / UN-Agencies
6.	Annual Turn-over (2013, 2014 & 2015)
7.	Bank Statement (June 2015 to April 2016)
8.	Signed copy of UNHCR General Conditions for provision of Goods
9.	Delivery / Supply period within (50 Days or less)
10.	Warranty period
11.	Declaration Certificate that the company has not been and is not subject to judgment for fraud, corruption or any other illegal activity

Note: The bidder/company will be evaluated as **Pass/Fail** on the basis of the above criteria, therefore, bidders are requested to provide necessary and supporting documents in the technical proposal that could facilitate the evaluation process.

ANNEX C

TECHNICAL OFFER SHEET

All items offered must be described in the 4th column of the below table and have to respond to each of the line specifications described in the 3rd column. For each item, bidders must state in the 4th column either “**No deviation**” or a clear description of the deviation(s).

S/No.	Item Details	Specifications	Description of items offered, and bidders' statement on deviations
1.	Pencils	Goldfish HB 5000	
2.	Rubber	ORO 2012	
3.	Sharpener	DUX	
4.	Color Pencils (12 color)	Goldfish Medium	
5.	Slate	Ittehad A 10X8	
6.	Salaty	Ittehad/PAK	
7.	Mathematical Geometry Box	DUX 701	
8.	Open Lined Copies	70 Gram (80 Leaf) with laminated cover 9X7 inches	
9.	Drawing Copies	70 Gram (60 Leaf) with laminated cover 10X8 inches	
10.	English copies	70 Gram (80 Leaf) with laminated cover 9X7 inches	
11.	Ball Point	Dollar Clipper	
12.	White Chalk	PAK	
13.	Color Chart	Different Colors fine quality	
14.	School Bags Grade 1-3	Thick parachute made, two pockets medium size	
15.	School Bags Grade 4-8	Thick parachute made, two pockets large size	
16.	Stapler Pins	Dollar Medium	
17.	Stamp Pad Ink	Good quality water-based or a quick-dry permanent ink for stamp pads	
18.	Permanent Markers	Mercury 90 (three color: red, black and blue)	

Misprint/damaged items:

During the course of the supply and delivery it is envisaged that there will be some damaged items. No additional payment shall be made for damaged stationary items and the company is responsible to provide the required number of stationary materials in good condition without any issues. In case of damaged items, it is the supplier's responsibility to dispose of these damaged items (including wastage) in a secure manner.

Sorting, packing, boxing, labelling:

Sorting: There are assorted stationary items in the list above which should be packed in a complete set of each item in one set for further distribution to each student.

Packing, boxing, labelling:

In carton boxes containing a set of all assorted stationary items for each student. The carton boxes have to be exactly adapted to the volume of each set and sealed with tape.

Labelling: Each box is to be labelled with two white labels, one on the top, one on the side, showing clearly the box number and;

- P.O number
- Consignee Name: UNHCR Sub-office Quetta
- Title: Stationary Item
- Number of Items within each box (Packing List)

Deliver Period: The company is required to provide in writing on its official letterhead that it agrees to deliver the required number of books within **50 days or less** after receipt of P.O.

Warranty period: The company is required to provide **06 months** warranty period in writing on their official letterhead after the delivery of the stationary items for any quantity, quality, and packing issues.

Name of the Bidder: _____

Authorised Signature: _____

Company Name: _____

Company Stamp: _____

Note: The technical specifications and all annexes shall be considered as an integral part of this ITB.

FINANCIAL OFFER OF THE COMPANY

Annex E: Price Proposal Form Procurement of printing services of Afghan Refugees Textbooks

QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):

THE PROPOSED DISCOUNTS WILL BECOME AN INTEGRAL PART OF YOUR BID SUBMISSION

PAYMENT TERMS: ACCEPTANCE OF UN PAYMENT TERMS (I.E. 30 DAYS NET FROM RECEIPT OF DOCUMENTS)

YES NO

S/ No.	Item Details	Specifications/Brand	UoM	Qty.	Estimated Unit Rate	Total (DAP Quetta)
1.	Pencils	Goldfish HB 5000	Each	116,878		
2.	Rubber	ORO 2012	Each	46,517		
3.	Sharpener	DUX	Each	44,578		
4.	Color Pencils (12 color sets)	Goldfish Medium	Set	19,420		
5.	Slate	Ittehad A 10X8	Each	3,726		
6.	Salaty Box	Ittehad/PAK	Box	5,944		
7.	Mathematical Geometry Box	DUX 701	Each	4,015		
8.	Open Lined Copies	70 Gram (80 Leaf) with laminated cover 9X7 inches	Each	152,389		
9.	Drawing Copies	70 Gram (60 Leaf) with laminated cover 10X8 inches	Each	50,065		
10.	English Copies	70 Gram (80 Leaf) with laminated cover 9X7 inches	Each	16,759		
11.	Ball Point	Dollar Clipper	Each	43,958		
12.	White Chalk	PAK	Box	16,200		
13.	Color Chart	Different Colors fine quality	Each	9,540		
14.	School Bags Grade 1-3	Thick parachute made, two pockets medium size	Each	13,673		
15.	School Bags Grade 4-8	Thick parachute made, two pockets large size	Each	10,747		
16.	Stapler Pins	Dollar Medium	Box	492		
17.	Stamp Pad Ink	Good quality water-based or a quick-dry permanent ink for stamp pads	Each	164		
18.	Permanent Markers	Mercury 90 (three color - red, black and blue) of equal quantity	Each	984		
GRAND TOTAL:						

I undertake, if our Bid is accepted, to deliver the goods in accordance with INCOTERMS 2010 and the delivery terms and period specified in the Bidding Documents.

I agree to abide by this Bid for a period of 90 days from the date fixed for opening of the Bids in the Invitation to Bid document, and it shall remain binding upon us and may be accepted at any time before the expiration of the period.

The undersigned confirms hereby acceptance of the UNHCR General Terms and Conditions for Goods, including UNHCR payment terms as specified in this ITB.

BIDDER'S NAME: _____

IN THE CAPACITY OF: _____

SIGNATURE: _____

CONTACT NUMBER: _____

COMPANY ADDRESS: _____

SIGN BID FOR AND ON BEHALF OF: _____

OFFICIAL STAMP: _____

DATE: _____