



**UNHCR**

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

**DATE: 20/06/2017**

**REQUEST FOR PROPOSAL: No. RFP/2017/863**

**FOR ESTABLISHMENT OF A FRAME AGREEMENT FOR  
THE PROVISION OF DIESEL GENERATORS FOR UNHCR PERSONS OF  
CONCERN WORLDWIDE**

## **Bid submission Deadline**

### **DATE CHANGE**

**The deadline for the submission of bids has been extended.**

**New Closing date and time**

**09/07/2017 at 23:59 hrs CET.**

Fabrizio Bertora  
Chief of Section, Procurement HQ  
Procurement Service  
United Nations High Commissioner for Refugees

**DATE: 28 April 2017**

**REQUEST FOR PROPOSAL: RFP NO: RFP/2017/863**

**FOR A GLOBAL FRAME AGREEMENT FOR THE PROVISION OF  
DIESEL GENERATORS FOR UNHCR PERSONS OF CONCERN WORLDWIDE**

**CLOSING DATE AND TIME: 25 June 2017, 23:59 hour, CET**

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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 10,800 people in more than 128 countries continues to help about 65.3 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>.

**BACKGROUND**

UNHCR is seeking a commercial company, which has the capability to provide power generator sets, synchronization control systems and accessories, as well as technical advice, assistance and training through confirmed worldwide service to the UNHCR operations. The successful bidder should be able to integrate in the UNHCR supply chain in a value added manner beyond simple sale of generator sets and accessories, enabling UNHCR to reduce the response time for emergency required generator sets deliveries on one hand, while maintaining a defined maximum lead time for delivery of standard orders and providing comprehensive after sales services.

## **1. REQUIREMENTS**

The UNHCR Global Service Centre in Budapest invites companies to make a firm offer for the establishment of Frame Agreement(s) through a proposal for supply of Diesel Generators as detailed in Annex A (TOR).

UNHCR may award Frame Agreement(s) with initial duration of (3) three years, extendable for (1+1) one plus one year. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

UNHCR reserves the right to split the award among different vendors.

**IMPORTANT:** Requirements are detailed in Annex A of this document – Terms of Reference (TOR).

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

Other United Nations Agencies, Funds and Programs shall be entitled to the same fees 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.

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

Note: this document is not construed in any way as an offer to contract with your firm.

## **2. BIDDING INFORMATION:**

### **2.1 RFP DOCUMENTS**

The following annexes form integral part of this Request for Proposal:

- Annex A: Terms of Reference (TOR)
- Annex A.1: Technical Evaluation Criteria
- Annex B: Financial Offer Form
- Annex C: Vendor Registration Form
- Annex D: UNHCR General Conditions of Contracts for the Provision of Goods and Services

### **2.2 ACKNOWLEDGMENT**

We would appreciate your informing us of the receipt of this RFP by return email to [retyi@unhcr.org](mailto:retyi@unhcr.org) as to:

- Your confirmation of receipt of this request for proposal
- Whether or not you will be submitting a bid

Failure to send the above requested information may result in disqualification of your offer form from further evaluation.

### **2.3 REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification or any question in respect of this RFP by email to Viktoria Retyi, Supply Associate at [retyi@unhcr.org](mailto:retyi@unhcr.org) and [HQQUERY@unhcr.org](mailto:HQQUERY@unhcr.org). **The first deadline for receipt of questions is 23:59 hour, CET on 16<sup>th</sup> of May 2017.** 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.

#### **2.3.1 VENDOR CONFERENCE**

To provide the required clarification, UNHCR will arrange a bidders conference in Budapest with all interested vendors on **25<sup>th</sup> of May 2017**. Details and time of meeting will be provided by email upon receipt of your request to participate. Interested bidders may attend by conference call as well. Please send a confirmation email of your participation to [retyi@unhcr.org](mailto:retyi@unhcr.org) latest by **18<sup>th</sup> of May 2017**.

UNHCR will share the minutes of the bidder's conference on week 22. After publication of the Q&A-s of the vendor conference, bidders may submit final request for clarification or question in respect of this RFP by email to Viktoria Retyi, Supply Associate at [retyi@unhcr.org](mailto:retyi@unhcr.org) and [HQQUERY@unhcr.org](mailto:HQQUERY@unhcr.org).

**The final deadline for receipt of questions is 23:59 hour, CET on 06<sup>th</sup> of June 2017.**

### **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 to the address provided in the "Submission of Bid" section 2.6) of this RFP.

Your offer shall comprise the following two sets of documents in separate Emails:

- (i) Technical offer
- (ii) Financial offer

### 2.4.1 Content of the TECHNICAL OFFER

**IMPORTANT:**

No prices should be included in the Technical offer. Failure to comply with the above may risk disqualification. Furthermore, the technical offer should contain all information required to assess the contractor's proposal.

The TOR of the goods and service requested by UNHCR can be found in **Annex A**. Your technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to the following information:

#### 1. **Profile of Firm/Organization**

The company must describe and explain how they can deliver the requirements of UNHCR by providing the following information:

- Profile – describing the nature of business, field of expertise, licenses (i.e. Registration Certificate/license, how many years registered in their country of origin, how many years' in operation, staff resources)
- Latest Audited Financial reports for the past 3 years
- Production capacity
- Certifications (ISO, environmental, Health and Safety, accreditations)
- Total number of clients
- Number of similar and successfully completed projects
- If multi location company, specify headquarters location

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

#### 2. **Understanding of the requirements for services, proposed approach, solutions, methodology and outputs**

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

- A description of your organization's capacity to provide the goods including an estimated time of delivery FCA (Incoterms 2010) for up to 5 unit, 5 to 10 units, more than 10 units
- A description of your organization's experience in supplying these goods

3. **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 C**).

4. **UNHCR General Conditions of Contracts for the Provision of Goods and Services:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions of Contracts for the Provision of Goods and Services by signing **Annex D** or send a signed acknowledgment letter for UNHCR Terms and Conditions.

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

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

**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 <https://treasury.un.org/operationalrates/OperationalRates.php>.**

Your financial offer has to include all costs. No further or hidden costs can be added at a later stage to your financial offer.

### **IMPORTANT:**

When submitting the Financial Offer, the attached Excel file as well as a pdf copy of the same should be provided to UNHCR.

NOTE: If no financial offer is received, the bid shall be automatically disqualified.

The Financial Offer is to be submitted as per the Financial Offer Form (Annex B). Bids that have a different price structure may not be accepted.

UNHCR is exempt from all direct taxes and customs duties. In this regard, 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 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 Supplier Registration:**

The qualified supplier(s) will be added to the Vendor Database after assessment of suitability based on the submitted Vendor Registration Form, supporting documents and reference checks. The investigation involves consideration of several factors such as:

- Financial standing;
- Core business;
- Track record;
- Contract capacity.

### **2.5.2 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. The percentage assigned to each component is determined in advance as follows:

The Technical Offer will be evaluated using inter alia the following and percentage distribution: 70% of the total score (please also see Annex A.1 for a detailed description of the technical evaluation criteria).

The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference (TOR).

**Remark:** The technical offer score will be calculated according to the percentage distribution for the technical and financial offer.

### **Financial Evaluation**

The **Financial offer** will use the following percentage distribution: **[30]** % from the total score.

The maximum number of points will be allotted to the lowest price offer that is opened and compared among those invited firms. All other price offers will receive points in inverse proportion to the lowest price; e.g.,  $[\text{total Price Component}] \times [\text{USD lowest}] \setminus [\text{USD other}] =$  points for other supplier's Price Component.

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.

## **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, be included in Excel or other formats etc.).

The Technical and Financial offers shall be clearly separated.

**Bids must be sent by e-mail ONLY to: [HQsmsbid@unhcr.org](mailto:HQsmsbid@unhcr.org)**

### **IMPORTANT:**

The technical offer and financial offer are to be sent in separate documents/ 2 separate e-mails. First e-mail to have the subject: tender number -name of service- Technical offer. The second e-mail to have the subject: tender number -name of service- Financial offer. Failure to do so may result in disqualification.

**Deadline: 25 June 2017, 23:59 hour, CET**

**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:

- Bid NO: **UNHCR/RFP/2017/2017/863**
- Name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/4).
- In addition to which part is the attachment refers (Technical or Financial)

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.

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.

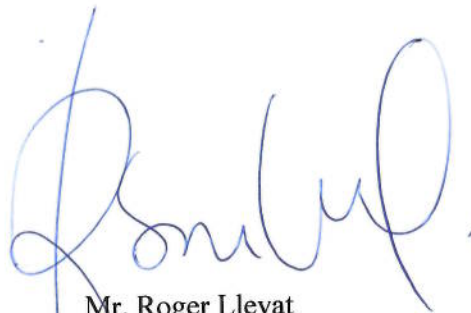
**2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS**

Any Purchase Order (PO) issued as a result of this RFP will be made in the currency of the winning offer. Payment will be made in accordance to the UNHCR General Conditions for the Purchase of Goods and Services. 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 SERVICES**

Please note that the **UNHCR General Conditions of Contracts for the Provision of Goods and Services ( 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.



Mr. Roger Llevat  
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UNHCR GSC Budapest