



# UNHCR

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

DATE: 12/03/2019

REQUEST FOR EXPRESSION OF INTEREST: EOI/2019/002

FOR THE PROVISION OF MEDICAL ITEMS

TO UNHCR OPERATIONS WORLDWIDE

CLOSING DATE AND TIME: 05/04/2019 – 23:59 hrs CET

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## **1. Introduction to UNHCR:**

The Office of the United Nations High Commissioner for Refugees 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 16,000 people in more than 138 countries continues to help about 68.5 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>

## **2. Background:**

UNHCR has valid Frame Agreements for the supply of Medical Items; Essential Medicines and Medical Supplies which will expire at the end of 2019. UNHCR intends to establish new Frame Agreements for the supply of Medical Items for the year 2020 and beyond. The purpose of this EOI is to assess the market and avail capacity of suppliers to deliver the items as per UNHCR requirements, prior to launching a formal public tender. The items listed in Annex A and Annex B represent an indication and may vary by the time of tender launch.

## **3. Description of requirements:**

3.1 The United Nations High Commissioner for Refugees (UNHCR), with headquarters in Geneva, Switzerland and Budapest, Hungary, is seeking Expressions of Interest for the supply of Medical Items (Essential Medicines and Medical Supplies).

The delivery shall be mainly to the below listed regions, but not limited to;

Asia and the Pacific region

Middle East and North Africa

Americas

Europe

Africa - Three Regions

East and Horn and Great Lakes

Southern Africa, Democratic Republic of Congo, Republic of Congo and Gabon)

West and Central Africa

3.2 Attached you will find for your information, not binding, an indicative list of items to be supplied.

**3.2.1 UNHCR requires an item coverage of 70% for each list of items in Annex A and Annex B**

**3.2.2 Annex A – Technical Specifications – Essential Medicines.**

**Indicate availability of respective item (use x to indicate available, leave blanc if unavailable) in column J**

The below listed documentation are required for each of the item as applicable during the future tender technical review process of compliance with quality assurance standards. They do not need to be provided at this stage. At this stage it is essential to confirm in the EOI submission what certificates/documents can be produced among those mentioned below:

GMP

WHO (Prequalification Programme with WHO Reference number when applicable) Registration/ marketing authorization (license) in the country of manufacture/origin

CoA

CPP

SRA

**3.2.3 Annex B – Technical Specifications – Medical Supplies.**

**Indicate availability of respective item (use x to indicate available, leave blanc if unavailable) in column F**

The below listed documentation are required as applicable for each of the items during the ITB technical review process of compliance with quality assurance standards. At this stage it is essential to confirm in the EOI document what certificates/documents can be produced among those mentioned below:

GMP

ISO, CE

GCP

GLP

Conformance certificates if required (i.e. fire, electric safety etc.)

3.3 In the annex C, you will find UNHCR General Conditions of Contracts for the Provision of Goods and Services 2018. Suppliers are required to state in their response to the EOI their acceptance of such General Conditions of Contracts.

3.4 This EOI does not constitute a solicitation. UNHCR reserves the right to change or cancel the requirement at any time during or after the EOI. UNHCR also reserves the right to require compliance with additional conditions as and when issuing a formal solicitation. Submitting a reply to the EOI does not necessarily guarantee participation in the solicitation when issued.

Please confirm receipt of this EOI and your intention to submit an EOI, **by 18<sup>th</sup> March 2019**, to Omkar Sivakumar, Supply Associate at [sivakuma@unhcr.org](mailto:sivakuma@unhcr.org) with copy to Martine Israel, Head of Unit at [israel@unhcr.org](mailto:israel@unhcr.org)

**4. Request for clarification**

Vendors are required to submit any request for clarification in respect of this EOI by e-mail to Omkar Sivakumar, Supply Associate at [sivakuma@unhcr.org](mailto:sivakuma@unhcr.org).

**The deadline for receipt of questions is 23:59 hrs CET on 28<sup>th</sup> March 2019.**

**IMPORTANT:** Please note that EOI Submissions are **not** to be sent to the staff member and e-mail addresses above.

UNHCR plans to reply to all questions shortly after they are received. UNHCR may, at its sole discretion post the list of compiled questions on-line on UNGM and UNHCR websites.

### **5. Registration with UNGM**

Vendors are encouraged, if not already done, to register their companies with the United Nation Global Marketplace at [www.ungm.org](http://www.ungm.org).

### **6. Submission content**

The following documents are to be submitted as part of your EOI submission:

- Signed declaration of expression of interest
- Duly filled in and signed UNHCR Vendor Registration form (if not already registered with UNHCR as a vendor), here attached as Annex D.
- Technical specifications of products – provide confirmation in EOI about the item coverage and the list of certification/documentation available for each Annex A and Annex B.

### **7. Submission of EOI**

EOI should be submitted by file (only in PDF) upload to eTenderBox, the online bid registration tool of UNHCR.

The eTenderBox can be accessed via the following URL: <https://etenderbox.unhcr.org>

Please use the 'Technical documents section' to upload your documents.

In order to use eTenderBox, registration on the website is required. This registration is exclusively for eTenderBox and does not replace any other registrations for UNHCR applications. One Supplier should have only one registered email account in the system. Therefore, the Supplier must use only one eTenderBox account for managing its offers to UNHCR. In case the password is forgotten, that account cannot be used anymore and new registration is required. Registration Guide and User Manual of eTenderBox are available at the above URL.

Uploaded files can be amended by the Supplier while the tender is open. The selected files for upload are submitted when the 'Save & Submit' button is clicked on. Therefore, this button has to be clicked before the deadline expires. If done so, the selected files will be submitted and uploaded successfully even if the deadline expires during the file upload. It is the Supplier's responsibility to ensure that all files of the final offer are submitted by the tender expiration deadline.

Once the deadline for submission is expired, the EOI will be automatically closed after which the uploaded files can be reviewed but options for additional upload and deletion of previously uploaded files are not available anymore. In order to ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline.

**Closing date for receipt of EOI: 5<sup>th</sup> April 2019 23:59 hrs CEST**

**IMPORTANT:** UNHCR may, at its discretion, extend the deadline for the submission of EOIs, by notifying all prospective parties simultaneously.

#### **Annexes:**

Annex A: Technical Specifications – Essential Medicines

Annex B: Technical Specifications – Medical Supplies

Annex C: UNHCR General conditions of contract 2018

Annex D: UNHCR Vendor registration form