

DATE: 20/10/2020

INVITATION TO BID: No. ITB 2020-04

**ON THE SUPPLY AND DELIVERY OF MOBILE INFLATABLE TENTS
(UNHCR PROJECT OF CAPACITY BUILDING OF DONETSK AND LUHANSK
DEPARTMENTS OF THE STATE EMERGENCY SERVICES OF UKRAINE)**

CLOSING DATE AND TIME: 17/11/2020 – 23:59 hrs EET

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 seven decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 11,500 people in more than 128 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>.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Representation in Ukraine (referred to hereinafter as UNHCR), invites qualified suppliers to make a firm offer for the Supply and delivery of mobile inflatable tents as specified in **Annex – A Specification**.

IMPORTANT:

Exact technical specifications and required quantities of the tents are detailed in **Annex A** of this document.

The successful bidders will be requested to maintain their quoted price for the duration of the Contract.

Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase the indicated quantity. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Order.

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 Contract with other UN Agencies.

IMPORTANT:

When a Contract is awarded, either party can terminate the agreement only upon 30 days (1 months) 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 (Annex -E) shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

IMPORTANT:

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.

Sub-Contracting: Please take careful note of the article 4 of the attached General Terms and Conditions (Annex E).

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: Technical Specifications
- Annex B: Technical Offer Form;
- Annex C: Financial Offer Form;
- Annex D: Vendor Registration Form;
- Annex E: UNHCR General Conditions of Contracts for the Provision of Goods -2018
- Annex F: Documentation procedures on tax reporting (for companies having a VAT payer status);
- Annex G: UN Supplier Code of Conduct (English and Ukrainian version)

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to UNHCR-UKR-Procurement@unhcr.org as to:

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid
- The source where you have acquired this tender document (e.g. E-Mail, UNHCR website, UNGM website, UNHCR Facebook page etc.)

IMPORTANT:

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 Yurii Husakov, Supply Associate at gusakov@unhcr.org
The deadline for receipt of questions is 23:59 hrs EET on 03/11/2020.

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. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once **OR** will respond to these at the supplier conference **OR** Questions and Answers document will be prepared and posted on the UNHCR Ukraine Representation website <https://www.unhcr.org/ua/en/>

2.4 YOUR OFFER

Your offer shall be prepared in English or in Ukrainian.

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 set of documents:

- **Technical offer:**

signed and stamped: duly fulfilled **Annex B**, Technical Offer Form; duly fulfilled **Annex D**, Vendor Registration Form; **Annex E**, UNHCR General Conditions of Contracts for the Provision of goods; **Annex F**, Documentation procedures on tax reporting; **Annex G**, UN Supplier Code of Conduct; and other relevant documentation);

And separately:

- **Financial offer** (signed and stamped: duly fulfilled Financial Offer Form, **Annex C**).

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 technical details of the goods requested by UNHCR can be found in **Annex A** and Technical offer form should be submitted as per **Annex B**.

Your technical offer should clearly state whether or not the goods you are offering are fully conforming to the product specifications given. Clearly state and disclose any discrepancies with the specifications given.

The following details shall also be provided in the Technical Offer:

- **Company profile and Certifications:** The bidder shall submit a copy of internationally recognized quality certificate of manufacturing company together.



UNHCR

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

- **Country of Origin of the Supplier and place of Manufacture:** The technical offer shall state the country in which the supplier is registered as well as the country and place of manufacture of the equipment.
- At your technical offer you should declare that the offered items are fully in line with **Annex A** Technical specification
- **Delivery terms:** DAP to UNHCR Field locations:
 - 1) Mariupol, Mytropolytska str. 175
 - 2) Volnovakha, Enerhetychnyy ave. 6
 - 3) Kurakhove, Grusheva str. 50
 - 4) Shchastya, Respublikanska str. 1A
 - 5) Zolote
 - 6) Bakhmut, Sybirtseva street, 23
- **Delivery lead time:** Please state the total lead time needed from the date of award (not to exceed 45 days)
- **Warranty:** The bid shall include defects and liability period with terms of warranty.

The below administrative documentation should be also included in the Technical offer and will be assessed by the **Bid Opening Committee** in order for the offer to be complete:

a. Vendor Registration form

If your company is not already registered with UNHCR, you should complete, sign and submit with your technical offer the Vendor Registration form **Annex D**

b. UNHCR General Conditions for Provision of Good - 2018

Your technical offer should contain your acknowledgment of the UNHCR General Conditions for the Provision of Goods by signing and stamping **Annex E**

c. UN Supplier Code of Conduct

Your technical offer should contain your acknowledgement of the UN Supplier Code of Conduct by signing **Annex G**

Please note that submitting an offer is deemed as acceptance of UNHCR's General Conditions for Provisions Goods.

IMPORTANT:

If you have alternative product to offer, please clearly indicate the advantages over the standard items (**Annex A**). Do not send any samples of the product at this stage.

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 or UAH. Payments will be made in local currency (UAH) according to UN operational exchange rate at the date of Purchase Order.** UN operational exchange rates can be found following the link: <https://treasury.un.org/operationalrates/OperationalRates.php>.

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

The following details shall be provided for each item:

Unit costs: The bidder shall quote the unit price DAP

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 calendar 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 Contract. UNHCR's standard payment terms are within 30 calendar 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.

2.5 BID EVALUATION:

Each proposal will be considered separately and independently. Bidders shall submit a complete proposal in order to participate and use all forms and checklists provided. References to previous or on-going proposals will not be considered. Award of a previous contract with UNHCR will not be considered in itself as a preference or guarantee for the award of future solicitations on the same subject. Contract(s) will be awarded to the vendor(s) proposed a technically compliant and the lowest prices offer.

2.5.1 Supplier Registration:

The qualified supplier(s) will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents.

If your company is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor Registration form (Annex D) with all following supporting documents:

- Tax Registration:
- Insurance Clearance Certificate, and Tax Clearance Certificate or Certificate of Tax Exemption, if any such privilege is enjoyed by the Bidder.
- Status of the company:
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside of the country;
- Trade name registration papers, if applicable

2.5.2 Technical evaluation:

The technical component of the submission will be evaluated using the criteria **PASS OR FAIL** by using the exact same structure as outlined in paragraph 2.4.1, and based on the requirements from **Annex A.**

2.5.3 Financial evaluation:

The financial component will be analyzed only for those suppliers that pass the technical evaluation.

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

- Unit cost **DAP**

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 by e-mail and all attachments (Annex B, Annex C, Annex D, Annex E, Annex F and Annex G) should be in PDF format, signed and stamped. Annex B and Annex C in addition, to be included in Excel format.

The Technical and Financial offers shall be clearly separated, and no financial information shall be mentioned in the Technical offer.

Bid must be sent by e-mail ONLY to: UNHCR-UKR-tendercommittee@unhcr.org

IMPORTANT:

The technical offer and financial offer are to be sent in separate attachments or as separate e-mails. Failure to do so may result in disqualification.

Deadline: 17/11/2020, 23:59 hrs EET

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.

Receipt of your bid submission will be acknowledged through an automated reply. Your automated reply must be dated before the deadline of **17/11/2020 23:59 HRS EET**. The automated reply is a confirmation of receipt of your email in relation to the procurement notice, it does not imply your offer has been accepted. On the other hand, only offers with an automated reply from UNHCR-UKR-tendercommittee@unhcr.org mailbox dated on or before the deadline date/time will be considered for evaluation. In case your submission by email did not generate an automated reply, please immediately call the Secretary of the Bid Opening Committee Mr. Dmitry Pletchko at +38 067 209 4029 or write an e-mail: pletchko@unhcr.org. It is your responsibility to verify that all e-mails have been received properly before the deadline. UNHCR does not assume any responsibility for any delays engendered by network problems, etc.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **10 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 ITB 2020-04
- Name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

For example: ITB/2020-04 Company XXX (email 1 of 3)

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 technical specifications.

2.7 BID ACCEPTANCE:

UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial awards.

UNHCR may at its discretion increase or decrease the proposed content when awarding the Frame Agreement and would not expect a 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 Goods.

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.

IMPORTANT: Cancellation of Solicitation; UNHCR reserves the right to cancel a Solicitation at any stage of the procurement process prior to final notice of award of a contract.

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this ITB will be made in either the currency of the winning offer(s) or local currency. 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 business owner.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS

Please note that the General Conditions of Contracts (**Annex E**) 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.

2.10 ZERO TOLERANCE POLICY

Please note that UNHCR strictly follows zero tolerance policy and as such advises its supplier not to offer any gift, favour, hospitality, etc to its staff.

2.11 THE UN GLOBAL COMPACT

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. UNHCR encourage bidders to sign up to this initiative at: <https://www.unglobalcompact.org/>



Ganga Rathnayaka,
Supply Officer
UNHCR Representation in Ukraine