



DATE: 27/10/2020

INVITATION TO BID: No. ITB 008/HCR/RWAKI/2020 (RE-ADVERTISED)

**FOR THE ESTABLISHMENT
OF A FRAME AGREEMENT FOR THE SUPPLY OF**

PLASTIC MOBILE LATRINES WITH BUILT-IN ACCESSORIES

CLOSING DATE AND TIME: 18/11/2020– 17:00 Hrs, Kigali time

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 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), Rwanda, invites registered, reputable, and qualified suppliers and manufacturers to make a firm offer for the establishment of Frame Agreement for the supply of plastic mobile latrine with all necessary built-in accessories (herein referred to as goods)

IMPORTANT:

Exact technical specifications of the items are detailed in Annex A of this document.

UNHCR may award Frame Agreement with initial duration of two years (2), potentially extendable for a further period of one year (2+1), for supplying its operations in Rwanda. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

The estimated annual requirement of UNHCR is specified on Annex C.

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 require the totality of the above quantity. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Frame Agreement.

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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 Frame Agreement is awarded, either party can terminate the agreement only upon 30 days' notice, in writing to the other party.

The initiation of conciliation or arbitral proceedings in accordance with **article 19** "settlement of disputes" of the UNHCR General Conditions of Contracts for provision of Goods and Services shall not be deemed to be a "cause" for or otherwise to be 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.

QUALITY CONTROL THROUGHOUT THE FRAME AGREEMENT:

In cases of supplier's quality default, in addition to the good's PO penalty clauses, the inspection and laboratory cost will be charged to the supplier.

Sub-Contracting: Please take careful note of 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: Annex A – Financial Offer Forms
- Annex B: [Vendor Registration form](#)
- Annex D: [General Conditions of Contract for the provision of Goods and Services](#)
- Annex E: [UN Supplier Code of Conduct](#)

2.2 ACKNOWLEDGMENT

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

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

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 RWAKISUP@unhcr.org. **The deadline for receipt of questions is 23:59 hrs CET on 11/11/2020.**

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IMPORTANT:

Please note that Bid Submissions are **not** to be sent to the e-mail addresses above. Failure to comply with this provision may result in disqualification.

UNHCR will reply to the questions received as soon as possible by means of publication of a Q&A document on its website and/or, at its discretion reply through emails copying other prospective bidders.

Pre-bid conference is not scheduled. **Any clarifications will be channeled through exchange of emails via the above-mentioned email addresses.**

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 and only 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
- 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 technical details of the products requested by UNHCR can be found in **Annex A**. Your technical offer should clearly state whether 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.

Incoterms: The International Chamber of Commerce Incoterms 2010 shall apply for this ITB and for any resulting purchase orders(s).

Production Capacity: The bidder shall state annual production capacity.

Delivery Capacity: The bidder shall state the mobilization time, ex-stock quantity and quantities available after one, two, three and four weeks of production lead time.

Storage Capacity: Successful bidders will be expected to maintain a dedicated emergency stock at their premises at no extra cost and without prior commitment from UNHCR, which can be used for rapid deployment to UNHCR in case of an emergency. The bidders should indicate

in their offer the quantity they can maintain accordingly. By the end of the Frame Agreement, UNHCR will purchase at minimum the quantity kept as emergency stock with the Frame Agreement holder.

Country 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 products.

Warranty: The bid shall include defects and liability period with terms of warranty.

Certificate: If available, the bidder shall submit a copy of both internationally and Nationally recognized quality certificate of the manufacturing company together with a copy of quality certificate for the finished product.

IMPORTANT:

Pre-qualification of samples

The companies may be contacted at a later stage during the bids evaluation process, with a request to send 1 (one) reference sample of the product(s) to the following address:

UNHCR Kigali, Rwanda
Supply Unit
Attn: Ahmed Maqsood
KG 9 Av 60, Nyarutarama Road
Kigali - Rwanda

Failure to provide the requested sample upon request from UNHCR offer will result in disqualification of the offer.

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 D).

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 E.

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

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial offer** must contain an overall offer in a single currency, Rwanda Francs (RWF)

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 with INCOTERMS Delivery at Place. Any quantity or other discounts (e.g. volume discounts) shall be clearly indicated].

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UNHCR is exempted from all direct taxes and customs duties. With this regard, price must be given without VAT as per the financial Offer Form (Annex C).

You are requested to hold your offer valid for **180** 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.

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 evaluation of the supplier's products,
- Ability to respond quickly to Agency's needs,
- Timely delivery,
- Dependability of products and services.
- Lead time for delivery

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 Annex B, 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 suppliers will be evaluated based on:

- Compliance with the established UNHCR specifications
- Unit cost in RWF VAT excluded with Delivery At Place (DAP - UNHCR Warehouse in Kigali, Gahanga)
- Total cost RWF VAT excluded
- 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

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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 letterhead, 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.

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

IMPORTANT:

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

Deadline: 18/11/2020, 17:00 hrs, Kigali time

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/documents have been received properly before the deadline. Please know the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **8 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 08/2020
- Name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

Subject Title example: **ITB 008/HCR/RWAKI/2020, Company ABC (email 1 of 3)**

- Documents must be in PDF format.
- Attachment which consists of the completed technical offer
- Attachment which consists of the completed financial offer
- Acknowledged UNHCR General Conditions of Contracts for the Provision of Goods and Services – Rev. July 2018
- Vendor registration form (applicable to new vendors)

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that enough 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 Technical and Financial offers are to be sent in separate attachments. Failure to do so may result in disqualification.

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.

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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 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 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.

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 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 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.


Aliou Haidara,
Supply Officer
UNHCR Kigali, Rwanda



ANNEX A: TECHNICAL SPECIFICATIONS

Description of the item: Plastic mobile latrines with all necessary built-in accessories (Structure fabricated with 40X40X1.5mm hollow sections, bottom waste holding tank of 1,000 liters with Outlets for gas passage/liquid overflow and suction cleaning, slab cover, steps/ramp with handrails as per site conditions).

The handwashing station with a water container of 100 liters on metallic stand of 40x40x1.5mm, Hands free operation with 2 pedals one for water and another for soap dispenser, 20 litres wastewater tank connected from the washing basin.



ANNEX B: TECHNICAL OFFER FORM
ITB 008/HCR/RWAKI/2020
ESTABLISHMENT OF A FRAME AGREEMENT FOR THE SUPPLY OF PLASTIC MOBILE LATRINES WITH BUILT-IN ACCESSORIES
Supplier Name:
Contact name:
Contact phone number:
Contact email address:

Item	Description of Criteria	Pass/Fail	Documentation attached to your submission (Yes / No) and Additional comments from supplier
1	Documentation of basic operational licenses, such as valid business registration licenses issued by the government licensing authority, tax certificate and other certifications. (Mandatory)	Pass/Fail	
2	Proof of Company's Financial standing. Audited accounts for the last 2 years (2018 & 2019)	Pass/Fail	
3	Compliance with the proposed technical specifications (Annex A). Written confirmation that the items will meet to provide specifications, and sample will be provided upon request	Pass/Fail	
4	Copy of valid internationally and/or Nationally recognized quality certificate of the production/manufacturing company. Eg. ISO9001, recent internal quality control certificate, valid diamond mark certificate	Pass/Fail	
5	Delivery Capacity: The bidder has stated the mobilization time, ex-stock quantity and quantities available immediately (1 – 2 days); one, two, three and four weeks of production lead-time. (Mandatory)	Pass/Fail	

NB: MANDATORY CRITERIA (1 and 5) MUST BE MET. BIDDERS MUST GET MINIMUM 5 PASSES OUT OF 6 (the Two Mandatory criteria included) TO QUALIFY FOR FINANCIAL EVALUATION.

Date: _____

Signature: _____

Name and position: _____

Official Stamp:
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ANNEX C: FINANCIAL OFFER FORM (ITB 008/HCR/RWAKI/2020) - PLASTIC MOBILE LATRINES WITH BUILT-IN ACCESSORIES

Description as per Annex A	QUANTITY (set)	UNIT PRICE IN RWF (WITHOUT VAT) - DAP	TOTAL PRICE IN RWF (WITHOUT VAT) - DAP
Plastic mobile latrines with all necessary built-in accessories (Structure fabricated with 40X40X1.5mm hollow sections, bottom waste holding tank of 10,000 liters with Outlets for gas passage/liquid overflow and suction cleaning, slab cover, steps/ramp with handrails as per site conditions).	100		
The handwashing station with a water container of 100 liters on metallic stand of 40x40x1.5mm, Hands free operation with 2 pedals one for water and another for soap dispenser, 20 litres wastewater tank connected from the washing basin.	100		
TOTAL PRICE RWF (WITHOUT VAT) – DAP (All locations in Rwanda)			
VAT AMOUNT in RWF			
TOTAL PRICE RWF (WITH VAT)			

NOTE: Prices must be all inclusive of delivery, installation and any other costs related to the production as per Annex A specification.

Signature: _____
In capacity of: _____
Location: _____
Official stamp: _____

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