

**UNHCR**United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés**DATE: 16/04/2019****INVITATION TO BID#: ITB/2019/PRG/DACTYLOSCOPY SETS/001****FOR THE SUPPLY OF  
DACTYLOSCOPY SETS****CLOSING DATE AND TIME: 30/04/2019 – 16:00 h****INTRODUCTION TO UNHCR**

The Office of the United Nations High Commissioner for Refugees was established on December 14<sup>th</sup>, 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 16,500 people in more than 130 countries continues to help about 60 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 Serbia, invites qualified suppliers to make a firm offer for the provision of DACTYLOSCOPY SETS as follows:

<b>Item description</b>	<b>Quantity</b>
<ul style="list-style-type: none"><li>• <b>Dactyloscopy set</b></li></ul>	<b>15 pcs</b>

Partial offers may be accepted.

After the selection process, UNHCR will prepare a contractual agreement with the selected supplier.

**IMPORTANT:**

Terms of Reference (TOR) are detailed in Annex A of this document.

It is strongly recommended that this Invitation to Bid 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 company.

## **2. BIDDING INFORMATION**

### **2.1. ITB DOCUMENTS**

The following annexes form integral part of this Invitation to Bid:

- Annex A: Terms of Reference (TOR)
- Annex B: Financial Offer Form
- Annex C: UNHCR General Conditions of Contracts for the Provision of Goods – 2010
- Annex D: Vendor Registration Form

### **2.2 REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification or any question in respect of this ITB by e-mail to Ms. Jelena Markovic at [markovij@unhcr.org](mailto:markovij@unhcr.org). **The deadline for receipt of questions is 13:00 h on 22/04/2019.** 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.**

UNHCR will compile the questions received and may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

### **2.3 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 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 two sets of documents:

- Technical offer
- Financial offer

#### **2.4.1 Content of the TECHNICAL OFFER**

#### **IMPORTANT:**

Pricing information should **NOT** be included in the Technical offer. Failure to comply will lead to disqualification. The technical offer should contain all information required.

**The Terms of Reference (TORs)** of the DACTYLOSCOPY SET 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:

**Description of the company and the company's qualifications**, as specified in the ToR. Any information that will facilitate our evaluation of your company's reliability including financial and managerial capacity to provide DACTYLOSCOPY SETS.

**UNHCR General Conditions for Provision of Goods:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods by signing and stamping the last page of the document (**Annex C**).

**Vendor registration form:** Company's data with bank account for RSD payments (**Annex D**).

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

Your separate **Financial Offer** must contain an overall offer in **RSD currency**.

**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. With this regards, price has to be given without VAT, DDP UNHCR office, Bulevar Zorana Đinđića 64, 11070 Beograd.

You are requested to hold your offer valid for 60 days from the submission deadline. UNHCR will make its best effort to select a company within this period. UNHCR's standard payment terms are within 15 days after satisfactory implementation and receipt of goods in order. Partial payment after each delivery is possible.

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 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 **Technical offer** will be evaluated according to the information given in the ToR and will be given the grade **pass / fail**.

The **Financial offer** will be evaluated only for those potential suppliers that have passed the technical evaluation.

#### **2.6 SUBMISSION OF BID**

The offers must bear your official letter head, clearly identifying your company.

Bids should be submitted to the UNHCR Local Committee on Contracts Secretary in double sealed envelopes addressed to:

**"UNHCR Serbia - Bid Committee,**  
**Bulevar Zorana Đinđića 64, 11070 Belgrade**  
**ITB/2019/PRG/DACTYLOSCOPY SETS/001"**

**IMPORTANT:**

The technical offer and financial offer are to be sent in separate sealed envelopes, which are placed in one big envelope addressed as above. Please make sure to indicate the ITB number. Failure to do so will result in disqualification.

**Deadline: 30/04/2019, 16:00 h.**

**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.

**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 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 suppliers submitting bids and does not bind itself in any way to select the supplier offering the lowest price. Furthermore, the contract will be awarded to the bidder 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 RSD. Payment will be made in accordance to the General Conditions for the Purchase of Goods and in the RSD currency. Payments shall 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 C**) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions by signing and stamping the last page of the document in Annex C.