

DATE: 09-SEPTEMBER-2020

INVITATION TO BID: No. SC/ITB/19/044

**FOR THE SOLARISATION OF 27 HEALTH AND EDUCATIONAL FACILITIES
IN KPK, BALUCHISTAN AND ISLAMABAD
CLOSING DATE AND TIME: 08-OCTOBER-2020, 23:59 hrs. PST**

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.

For more than five 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) Pakistan Operation, invites qualified manufacturers, dealers and Suppliers to make a firm offer for the Solarisation of 27 Health and Educational sites in KPK, Baluchistan and Islamabad (referred to hereinafter as 'Goods').

IMPORTANT:

Technical specifications of the items are detailed in Annex-3 to this ITB.

Solar Systems as per required specifications will be installed at the sites mentioned in Annex-4 of this ITB.

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 above quantity. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of a Purchase Order.

Other United Nations Agencies, Funds and Programs 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.

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.

QUALITY CONTROL THROUGHOUT THE FRAME AGREEMENT:

UNHCR will carry random quality inspections and this may including specific selected criteria for laboratory test to products or items selected by UNHCR or by an independent surveyor appointed by UNHCR from samples selected during production, upon departure, loading, unloading, arrival to destination installation, testing or any order stage. The cost of the quality control inspections and laboratory tests will be covered by UNHCR. Quality Control (QC) inspection shall be conducted with regards to items technical specifications and Acceptable Quality Level (AQL).

For potential dispute cases regarding the quality of items which shall be delivered and installed at the premises, the organization will keep reference samples for further required testing. Therefore, suppliers and manufacturers are requested to ensure that the quality of dispatched items fully comply with UNHCR technical specifications and requirements.

In cases of discrepancies of products, in addition to applicable compensation, clauses as may be defined in the respective AQLs, the additional inspection and/or laboratory costs will be charged to the supplier.

Note also that for all product deliveries by contracted supplies, the suppliers will be requested to provide their respective in-house quality certificates, attesting to conformity of delivered products with technical specifications.

Sub-Contracting: Please take careful note of article 4 of the attached General Terms and Conditions (Annex-8).

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

2. BIDDING INFORMATION:

2.1. ITB DOCUMENTS

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

- Annex-1: Calendar of activities
- Annex-2: Bid Data Sheet (*To be completed and submitted in the technical offer*)
- Annex-3: Technical Specifications of the Solar System
- Annex-4: Solarisation Sites and Lot-wise division
- Annex-5: BOQs / Financial Offer Form (*To be completed and submitted in the financial offer*)
- Annex-6: Technical Documentation, comprises of following:
 - Annex-A: Load Calculations
 - Annex-B: Simulations
 - Annex-C, E & F: Designs & Drawings
 - Annex-D: Feasibility Reports
- Annex 7: Vendor Registration Form (*To be completed and submitted in the technical offer*)
- Annex 8: UNHCR General Conditions of Contracts for the Provision of Goods and Services – 2010. (*to be signed/stamped and submit in the technical offer*)
- Annex 9: Suppliers' Code of conduct (*To be signed/stamped and submit in the technical offer*)

2.2 ACKNOWLEDGMENT

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

- 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, Chamber of Commerce, UNGM website, printed media etc.)

2.3 REQUESTS FOR CLARIFICATIONS

Bidders are required to submit any requests for clarifications in respect of this ITB by e-mail to pakissc@unhcr.org: **The deadline for receipt of questions is 23:59 hrs PST on 20-September-2020.**

On the closing date of receipt of questions, UNHCR shall compile all questions, UNHCR may at its discretion, copy any reply to all other invited bidders at once, and it will be posted under the tender on unhcrpk.org and UNGM by **25-SEPT-20**.

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.

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 not be 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 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:

No pricing information should be included in the Technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required.

Technical details of the required products can be found in Annex-3 & 6 attached to this ITB. Please, clearly state in Annex-2 if your goods conform to the UNHCR technical specifications and requirements and provide the relevant information as requested in the Annex.

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

The following details shall be provided in the Technical Offer.

Company Profile: The bidder shall provide complete company profile containing copies of the registration documents in the country of operation like valid certificate of registration of the business, Articles of Incorporation audited financial statements, experience certificates, and POs/contracts/work orders of the relevant nature with references (at least 2 similar orders). All documents must be credible with letter heads and/or stamps of issuing organizations.

Financial Soundness: Your offer should include audited financial statements for the last 3 years showing an annual turnover of at least USD 200,000 or equivalent in PKR (@ USD 1 = PKR 166.47).

Experience of Firm: The bidder shall show prove of a minimum of 3 years' experience in the supply of similar products by submitting at least 2 similar contracts, work orders, POs or reference letters worth at least USD 150,000 or equivalent that must be on letterheads of the clients.

Bid Security: During the bid evaluation process UNHCR may separately request bidder(s) to provide bid security of PKR 150,000 in the form of a Demand Draft / Pay Order / Call Deposit from a bank with a minimum credit rating of “A”. Bidders are therefore not required to submit bid security with their offers. However, bidders must clearly state in “Annex-2 (Bid Data Sheet)” their acceptance to provide bid security if requested by UNHCR separately at any later stage of the procurement process.

Performance Security: UNHCR may require performance security amounting to **5 percent of the contract value** from the successful bidder/s. UNHCR will advise the successful bidder after selection.

Delivery Capacity: The bidder shall state the time (days) required to complete, test and commissioning of the Solar Systems. Bidders must submit their implementation / work plan showing production / ordering of materials, international transport and custom clearance, local transport and mobilisation, installation and testing. Bidders should note that the project must be completed within 3 months of ward of contract and failure to deliver as per the implementation plan will lead to penalties.

Registration with Pec and Alternate Energy Development Board

The bidder should provide valid registration documents for registration with Pakistan Engineering Council (PEC) for the disciplines of Solar power installation / Alternate energy solutions etc. Similarly, the bidder should be registered with Alternate Energy Development board (AEDB).

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 products.

Inspection: Inspection and testing of goods will be applicable and will be advised at the time of purchase.

Warranty: The bidder shall mention the expected life and warranty of the proposed equipment. Please refer to Annex-3 for details.

Certificate: The bidder shall submit a copy of internationally recognized quality certificate like IEC, TUV, ISO etc. for the products.

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-7**). If your firm is registered in UNGM at level 1 or 2, please, provide only your exact registration number together with a declaration that the information available in UNGM is fully updated.

UNHCR General Conditions for Provision of Goods & Services: Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods & Services by signing **Annex-8** and/or stating acceptance in **Annex-2**.

UN Supplier’s Code of Conduct: Your technical offer should contain your acknowledgement of the UN Supplier’s code of conduct by signing **Annex-9** and/or stating acceptance in **Annex-2**.

Alternative Products: If you have an alternative product(s) that fulfill the same function or offer better performance in terms of quality, cost-effectiveness, environmental impact, etc., we would like to ask you to include them in your offer in addition to the offer for items specified in **Annex-3**.

Please note, that if these alternative products are deemed as viable alternative to the existing product pending an evaluation from our technical experts, we will be issuing a separate tender notice for purposes of establishing agreements for those.

IMPORTANT:

If you have alternative product to offer, please clearly indicate the advantages over the standard items (**Annex-3**). Do not send only an offer for an alternative product, i.e. these should be sent in addition to an offer for the standard items requested. Do not send any samples of the products at this stage.

2.4.2 CONTENT OF THE FINANCIAL OFFER

Your separate financial offer must contain an overall offer in Pakistani Rupee (PKR).

IMPORTANT:

Please take careful note of the below pricing information.

The Financial offer is to be submitted as per the Financial Offer Form (Annex-5). Bids that have a different price structure may not be accepted.

The following details shall be provided for each item:

Unit costs: Your quote shall have:

1. The unit price inclusive of all charges like transportation, risk factors etc. up to the delivery addresses mentioned in Annex-4 and testing.
2. The total price that must be a product of the unit price and the quantity. If during financial evaluation the product of the unit price and the quantity does not tally with the total price stated by a bidder, the unit price shall prevail.
3. The grand total price of your Bid that must be a sum of all total prices. If during financial evaluation the sum of the total prices does not tally with the grand total price stated by a bidder, the total prices shall prevail

UNHCR is exempt from all direct taxes. With this regard, price has to be given without all applicable taxes.

You are requested to hold your offer valid for **90 calendar days** from the closing date of the tender. UNHCR will make its best effort to select a company within this period. Prices quoted in the Supplier's offer must be inclusive of all components including but not limited to transport, import duties, risk factors etc. and UNHCR shall not be liable for any compensation for the supplier's mistakes in the prices quoted. Your prices will remain valid for the duration of the contract. 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 testing of the supplier's products,
- Ability to respond quickly to Agency's needs,
- Timely delivery,
- Dependability of products and services.

2.5.2 Technical and Financial evaluation:

All bids from the participating bidders will be evaluated based on:

Technical Evaluation: Technical offers will be evaluated against baseline criteria as below;

FORMAL (PRELIMINARY) CRITERIA	Pass/Fail
Is Vendor Registered with Government Authorities in the country of operation? Business Registration document in country of operation provided ?	Yes / No
PEC registration certificate in the valid discipline of Solar system is provided and valid	Yes / No
Registration of the Alternate Energy Development Board is provided and Valid	Yes / No
Bidder accepts to provide Bid Security if requested by UNHCR separately at any later stage of the procurement process?	Yes / No
Financial Soundness; audited financial statement or certified bank statements for the past 3 years with a minimum annual turnover amount of USD 200,000 submitted?	Yes / No
UN general conditions for the provision of goods and services accepted or acknowledged?	Yes / No
Signed UN Supplier's Code of Conduct accepted or acknowledged?	Yes / No
TECHNICAL CRITERIA	Pass Fail
Does the bidder accept to supply, install and test systems in accordance with the required specifications including quality certification as spelled out in Annex-3?	Pass/Fail
Does the equipment is in compliance with UNHCR technical specifications & requirements (Annex-3), provide (leaflets and brochures)	Pass/Fail
Expected life and Warranty of the equipment is in compliance with UNHCR's requirements (Annex-3)?	Pass/Fail
Experience in the supply and installation of similar products ¹ . Minimum 3 years, at least 2 credible contracts, work orders, PO or reference letters worth at least USD 150,000 each or equivalent on the letterhead of the client submitted?	Pass/Fail
Implementation plan acceptable? Could project be completed within the required time frame (90 Days) given by UNHCR after award of contract?	Pass/Fail

¹ Similar products refer solar energy systems.

Only those submissions that are **FULLY QUALIFIED** in **ALL** the above baseline criteria **WILL BE CONSIDERED AS ELIGIBLE** for opening of financial bids.

2.5.3 Financial Evaluation: Financial proposal will be opened for only technically qualified **bidders**, and the evaluation will be done on the basis of lowest price offered.

Lot-wise selection:

Please note that the financial offer form is divided into Six (06) lots. Bidders can quote for one or all lots depending on the area of interest. Financial evaluation will be done on lot-basis; therefore, the bidders are requested to provide quotes of all sites in the respective lot/s, otherwise the bids will not be considered in financial evaluation process of the respective lot/s. Similarly, UNHCR reserves the right to award contract of one or more lots to a single or multiple bidder and can reduce the number of sites in each lot.

For evaluation purposes only, offers submitted in currency other than USD will be converted into USD @ USD 1 = PKR 166.47

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, labor, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

2.6. SUBMISSION OF BIDS:

Bids must be submitted by email ONLY to pakisitb@unhcr.org with technical and financial offers in separate emails. Please indicate in your email subject field as following;

- 1) Tender # SC/ITB/20/044
- 2) Technical or Financial offer (whichever you are sending)
- 3) Number of Emails that are sent e.g. 1/3, 2/3 & 3/3

Upon submission of your bid via email, you should receive an auto reply confirming reception (only once). If you do not receive the auto reply, please, contact us directly via pakissc@unhcr.org. Please, do not send your bid or disclose any information about it to this email.

It is your responsibility to verify that all e-mails 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 20 Mb, so it is also necessary to send more than one e-mail.

IMPORTANT:

Technical offers and financial offers are to be sent in separate emails. Failure to do so may result in disqualification.

Any bid received after the submission deadline or sent to another UNHCR address may be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by advertising in the same newspapers and or UNGM.

Deadline: 08-OCTOBER-2020, 23:59 hrs. PST.

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 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.

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 PKR by converting the bidder's quoted currency into PKR at current UN exchange rate. Payment will be made in accordance to the General Conditions for the Purchase of Goods and Services 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-8**) 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.

Signature



Muhammad Riyale
Senior Supply Officer
UNHCR-Islamabad, Pakistan