

Date: 12 October 2017

INVITATION TO BID
HCR/IRQ/BGD/2017/SUP/ITB/0062

**INVITATION TO BID FOR THE ESTABLISHMENT OF FRAME AGREEMENT FOR
SUPPLY OF COOKING STOVES
TO UNHCR IN BAGHDAD and ERBIL, IRAQ**

CLOSING DATE AND TIME: 04 NOVEMBER 2017 -18:00 hrs local time

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 five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 7,685 people in more than 125 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 www.unhcr.org

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Baghdad, IRAQ invites qualified suppliers to make a firm offer for the establishment of Frame Agreement(s) for the supply of Cooking Stove to UNHCR in **Baghdad and Erbil warehouses in Iraq**.

UNHCR shall award a Frame Agreement with initial duration of 2 (two) years with a possible extension for another 1 (one) year, for supplying its operation in the country. The successful bidder(s) will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

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

ITEM	DESCRIPTION OF ITEM	Qty.	Unit Cost in USD for Baghdad	Unit Cost in USD for Erbil
1	COOKING STOVE Heat output Max 11,000 BTU'/H Fuel tank capacity Min 3 L Max Fuel consumption (L/H) 0.24 - 0.32 litres /hour. Fuel Type : Kerosene Chimney : Metal chimney Funnel to be packed together with stove. Each stove is to be supplied with 1 spare wicks.  Each stove to be individually packed in its own carton, including spare wicks.	200,000 Pieces FA for 2 year + 1 year, extension		

Please note that above figures is an estimation in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase the stated 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.

IMPORTANT:

Please ensure your offer covers for each destination (**Baghdad and Erbil**) as mentioned. Any offer that does not cover both delivery points, the Bidder shall be considered incomplete offer, and will be disqualified.

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 Frame Agreement with other UN Agencies.

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.



UNHCR

United Nations High Commissioner for Refugees
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QUALITY CONTROL THROUGHOUT THE FRAME AGREEMENT:

UNHCR may carry random quality inspections, including specific selected criteria for technical specification test to products or items selected by UNHCR or by an independent surveyor appointed by UNHCR from samples selected.

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 5** 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: Financial Offer Form

Annex B: Technical Evaluation Criteria

Annex C: Vendor Registration Form

Annex D: UNHCR General Conditions of Contracts (*de Minimis*) - 2010 *which must be signed and stamped to confirm acceptance, with the mention*

"Read and approved" *clearly written on each page.*

2.2. Acknowledgment

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

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

IMPORTANT:

Failure to send the above requested information may result in disqualification of your offer from further evaluation.

2.3. Requests for Clarification

Bidders are required to submit any request(s) for clarification(s) or any question in respect of this ITB by e-mail to **IRQBASUP@unhcr.org** with the indication of the bid reference in the subject.

The deadline for receipt of requests for clarification is Wednesday 25th of October 2017, 16:00 hrs local time. 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 (**IRQBASUP@unhcr.org**). Failure to comply with this notice may result in disqualification.

UNHCR will compile the questions received and may at its discretion, copy and reply to a particular question(s) to all other interested bidders at once no later than **30th of October 2017**.

2.4. Your Offer

Your offer shall be prepared in **ENGLISH**

Please submit your **Financial Offer** using the (**Annex A**) provided and ensure technical submission requirements under section 2.4.1 here below are adhered to.

IMPORTANT:

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UN staff other than the manner of submission defined under section 2.6 of this ITB shall result in disqualification of your offer.

Your offer, clearly indicating the ITB reference, shall comprise the following two sets of documents:

- a. Technical offer
- b. 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.

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 (attached Annex A).

- Description of the company and the company's qualifications (Contract Capacity). A description of your company with the following documents:
 - Company profile,
 - Year founded and type of firm (e.g. Manufacturer, Distributor, Reseller)
 - If multi location company, specify locations of presence in Iraq;
 - Number of similar and successfully completed contracts;
 - Number of similar projects currently underway;
 - Total number of institutional clients served and complete contact address of your top 3 Clients in Iraq.
- Certified copy of company registration certificate.
- **Certified copy of the authorization** from the Government to sell as supplier/ distributor in Iraq. Failure to submit this will result in **disqualification** of the bidder.
- **Order Fulfilment Capacity:** When submitting your offer, you should indicate the Heating stoves delivery time frame your firm is capable of from the date when the purchase order is received. This capacity will be measured as combination of:
 - Response time to the order: time between the PO and the first delivery
 - Delivery Transport: You offer should detail readily availability and capacity of delivery trucks you have in order to fulfil UNHCR's deliver(s) should your firm be selected.
 - Weekly delivery capacity: quantity deliverable in a week for any given location.
- **Mode of Delivery:** The required mode of Cooking Stoves delivery is door-to-door for the various locations, such as **Baghdad and Erbil**. The Bidder(s) should confirm compliance with the required delivery mode per location of interest.

- **Country of Origin of the Supplier and place of Manufacture:** The technical offer shall state the country in which the supplier is registered. If any products offered are not manufactured by your company or its overseas affiliates, please specify source.
- **Quality Standards:** The quality of the Cooking Stoves, as per the technical specification mentioned for the Cooking Stoves. You are required to confirm in writing the product adheres to International specification and standards for Cooking Stoves.
- **Quality Certificate:** If available, the bidder shall submit a copy of recognized quality certificate for the Cooking Stoves product it shall sell to UNHCR.
- **Vendor Registration Form:** You should complete, sign and submit with your technical proposal the Vendor Registration Form (**Annex C**).
- **UNHCR General Conditions for Provision of Services:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Services by signing (**Annex D**).

2.4.2. Content of the Financial Offer

Your separate Financial Offer must contain an overall offer in **US Dollar**.

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

UNHCR is exempt from all direct taxes and customs duties, and your price offering should be net of such taxes.

Your separate Financial Offer to be submitted in as per financial offer form (**Annex A**) must contain an overall offer in **US Dollar**.

- Unit price per unit, **exclusive of any taxes**
- Total discount, if any
- Total transport costs to **Baghdad & Erbil**
- Validity of offer
- Delivery lead time

Unit costs: Using the above pricing structure and model, the bidder shall quote the unit price both EXW and DAP naming the locations respectively. Any quantity or other discounts (e.g. volume discounts) shall be clearly indicated.

UNHCR is exempt from all direct taxes and customs duties. With this regards, price has to be given without VAT.

You are requested to hold your offer valid for at least **1 year** 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 proper invoice.

The cost of preparing a bid and of negotiating a contract, including any possible related travel, is not reimbursable nor can it be included as a direct cost of the product or associated services under this **ITB- HCR/IRC/BGD/2017/SUP/ITB/0062: Supply of Cooking Stoves**

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.

2.5.2. Bids Evaluation

For the award of this project, UNHCR has established evaluation criteria, which will govern the selection of offers to be received under this ITB. Evaluation shall be made on a technical and financial basis.

2.5.2.1. Technical Evaluation

The technical evaluation will be done on **Pass / Fail** basis.

It will assess responsiveness of the individual Bidders to the minimum technical submission requirements detailed under the technical evaluation criteria of (**Annex B**).

Following will be the order of the evaluation process:

Mandatory conformity Assessment

Successful bids shall **PASS** all mandatory requirements listed in the below. & on the technical evaluation table (**Annex B**). Any bid that will **FAIL** any of the requirements at this stage will be disqualified from the subsequent phases of evaluation process.

Mandatory Sample Assessment

All bidders are required to SEND a **SAMPLE** of one Cooking Stove to UNHCR Baghdad Warehouse to the following address:

AL AWAREEJ BAGHDAD WAREHOUSE, Baghdad, Iraq

Clearly marked with **SUPPLIER's** name and clearly indicating the ITB Reference Number:

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The sample sent to UNHCR warehouse will be evaluated by view, see, feel, touch and is part of the technical evaluation criteria. This sample criteria is one of the important requirement, if no sample is sent the bidder will be disqualified from the subsequent phases of evaluation process.

Responsiveness Evaluation

Besides mandatory conformity evaluation, all bids will also be subjected to assessment their responsiveness to the overall tender. The aspects that will be evaluated under this stage will include attributes detailed in the table (**Annex B**). The most responsive bid will be one with the highest number of PASS scores attained.

In the process of the **technical evaluation**, the UNHCR nominated Technical Evaluation.

Committee may decide to visit your business premises for verification purposes to validate content of your technical offering.

2.5.2.2. Financial Evaluation

The Financial offer will use the following percentage distribution: 40% from the total score.
The maximum number of points will be allotted to the lowest price offer that is opened and compared among those qualified firms. All other price offers will receive points in inverse proportion to the lowest price; e.g., $[\text{total Price Component}] \times [\text{US\$ lowest}] \setminus [\text{US\$ other}] = \text{points}$ for other supplier's Price Component.

2.5.3. 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, labour 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

Your bids clearly bearing the following reference:

HCR/IRQ/BGD/2017/SUP/ITB/0058: Supply of Cooking Stoves

Should be submitted, **through e-mail submission** to be considered.
Your proposal shall comprise separate and clearly labelled as:

- a) **Technical Offer for supply of Cooking Stoves**
- b) **Financial Offer Component for supply of Cooking Stoves**

The two offers should be submitted through the **e-mail** mentioned below:

- The identification of your company and
- The UNHCR Tender reference **HCR/IRQ/BGD/2017/SUP/ITB/0062: Supply of Cooking Stoves**

Please address your bid submission BY E-MAIL as follows:

UNHCR BID OPENING COMMITTEE
UNHCR Branch Office in BAGHDAD
IRQBABIDS@UNHCR.ORG

IMPORTANT:

The technical offer and financial offer, are to be submitted in two separate, **e-mail** and clearly marked **Technical Offer & Financial offer**. Failure to do as above directed, may result in disqualification.

Deadline: 04th of November 2017, 16:00hrs local time.

IMPORTANT:

Any bid received after this date or sent to another UN address may be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

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.

It is your responsibility as a bidder to ensure all your proposal submission are properly addressed and submitted in the required manner. UNHCR shall not be responsible for locating or securing any information that cannot be clearly identified in the bid.

Accordingly, to ensure that sufficient information is available, the Bidder shall furnish, as part of the bid with any descriptive material such as extracts, description, and other necessary information it deem would enhance the comprehension of its offer.

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 RFQ 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's business owner.

2.9. UNHCR General Conditions of Contracts for the Provision of Services

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



Supply Officer
UNHCR Office, Baghdad, IRAQ