



UNHCR

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

DATE: 10/01/2018

INVITATION TO BID: No. HCR/IRQER/2018/ITB-002

For the Establishment of Frame Agreement for Provision of Supply of Stationery items to UNHCR in KRI, Iraq with initial duration of one (1) year extendable for more (2) years.

CLOSING DATE AND TIME: 08/02/2018 – 23:59 HRS IRAQ 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 five decades, the agency has helped tens of millions of people to restart their lives. Currently UNHCR has more 9,600 staff operating in more than 110 countries continues to help more than 34 million person of concern. 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) in Erbil, invites qualified suppliers to make a firm offer for the establishment of Frame Agreement for the Supply of **Stationery items** to UNHCR Offices in Erbil, Sulemaniya, Dohuk Iraq (referred to hereinafter as goods).

IMPORTANT:

For more details of required items, please refer to the list of required items, attached in Annex A.

UNHCR may award Frame Agreement with initial duration of one (1) year, potentially extendable for more two (2) years. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement.

Please note that figures (need) 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 individual Purchase Orders against the Frame Agreement.

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.

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 90 days (3 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 shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

QUALITY CONTROL THROUGHOUT THE FRAME AGREEMENT:

UNHCR will carry out random quality inspections, including specific selected criteria for laboratory tests of the product(s) 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 or from any storage location. The cost of the quality control inspections and laboratory tests will be covered by UNHCR.

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 D).

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 the integral part of this Invitation to Bid:

- Annex A: List of required Items & Specifications / **to be acknowledged**
- Annex A1: Other information pertaining to your offer / to be filled, signed and stamped.
- Annex B: Financial Offer Form / **to be submitted**
- Annex C: Vendor Registration Form / **to be submitted**
- Annex D: UNHCR General Conditions of Contracts for the Provision of Goods / **to be submitted (*must be signed and stamped to confirm acceptance*)**
- Annex E: UN Supplier Code of Conduct / **to be submitted (*must be signed and stamped to confirm acceptance*)**

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to anjumm@unhcr.org as to: - Whether or not you will be submitting a bid

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to Muhammad Anjum, Associate Supply Officer, e-mail address: anjumm@unhcr.org. The deadline for receipt of questions (if any) is 23:59 hrs. Iraq time 23/01/2018.

IMPORTANT:

Please note that Bid Submissions are **not** to be sent to the e-mail address above.

2.4 YOUR OFFER

Your offer must 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 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 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 should be provided in the Technical Part of your Offer.

1. **Supplier/Company Profile:** should contain description of the company and the company's qualifications (contract capacity): A description of your company with the following information: (Relevant documents must be signed/stamped where applicable).
 - Number of years of experience in provision of supply of products, supported by: (List of similar and successfully completed contracts within last 2 years; including value, year and client details).
 - If multi location company, specify locations of presence in the Country.
2. Registration Certificate of Business;
3. Acknowledgement of UNHCR General Conditions for Provision of Goods: Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods and services by signing Annex D.

2.4.2 Content of the FINANCIAL OFFER:

Your separate **financial offer** must contain an overall offer in Iraqi Dinnar (IQD). (price all inclusive).

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

The following details must be provided:

- **Unit costs.** The bidder shall quote the unit price on a DAP basis to UNHCR Erbil, Sulemaniya, Dohuk offices
- **Quantity Discounts:** Kindly advice if discount is given for a quantity / minimum quantity.
- **Validity of offer:** (90) days from submission deadline;

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 **Technical and Financial evaluation:**

For the award of this frame agreement, UNHCR has established evaluation criteria which govern the selection of offers received. Evaluation is made on a technical and financial basis.

- **Technical Evaluation:**

The **Technical offer** will be evaluated using **Pass/Fail** method as per below **evaluation criteria**:

1. Full Compliance of Bid with required Technical Specifications, as per Annex-A.
2. Minimum two (2) years past experience in provision of supplying similar products.
3. Acceptance of Delivery Lead-time, as mentioned in Annex - A1.
4. Validity of the offer (90) days.
5. Acceptance of UNHCR General Terms and Conditions for Services.

- **Financial Evaluation:**

The **Financial offer** will be evaluated using lowest price offer among the technically passed and compliant bids.

2.5.2 **Supplier Registration:**

The qualified suppliers whose technically offer will be passed may 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.

2.6 SUBMISSION OF BID:

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

Bids must 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 must be clearly separated.

Bid must be sent by e-mail ONLY to: IRQERTENDERS@UNHCR.ORG

IMPORTANT:

The technical offer and financial offer are to be sent in separate documents. Technical and financial part of the offer must clearly be separated either by sending in separated emails or zipping/naming the files accordingly. Failure to do so may result in disqualification.

Deadline: 08/02/2018, 23:59 hrs. Iraq Local 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. This will include the testing and acceptance of the sample delivered.

It is your responsibility to verify that all e-mails have been received properly before the deadline. Please be aware of the fact that 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:

- **Bid - HCR/IRQER/2018/ITB-002 – Supply of Stationery**
- **Name of your firm with the title of the attachment**
- **Number of e-mails that are sent (example: 1/3, 2/3, 3/4).**

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.

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

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.



Signature

Gerard Moya

Senior Supply Officer

Supply Section

UNHCR Erbil, Iraq