



UNHCR

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

DATE: 22/09/2019

INVITATION TO BID: No. HCR/IRQ/BGD/2019/SUP/ITB/429

**FOR THE ESTABLISHMENT
OF A FRAME AGREEMENT FOR SUPPLY OF
TONERS AND CARTRIDGES FOR UNHCR OFFICES IN IRAQ**

CLOSING DATE AND TIME: 22/10/2019 – 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 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 UNHCR Office in Iraq invites qualified suppliers to make a firm offer for the establishment of 2+1 years Frame Agreement for supply of toners and cartridges for UNHCR Offices in Iraq.

IMPORTANT:

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

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.

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: Calendar of activities
- Annex B: Technical Specifications / **to be submitted signed and stamped**
- Annex C: Financial Offer Form / **to be submitted signed and stamped**

- Annex D: Vendor Registration Form / **to be submitted signed and stamped at a later stage, unless the vendor is already registered with UNHCR**
- Annex E: UNHCR General Conditions of Contracts for the Provision of Goods (2018)
- Annex E1: UNHCR General Conditions of Contracts for the Provision of Goods (AR) (2018)

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

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to irqbasup@unhcr.org. **The deadline for receipt of requests is 23:59 hrs Baghdad, Iraq time on 9 October 2019.**

IMPORTANT:

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

Questions and Answers document will be prepared and sent directly to prospective Bidders by email and posting/uploading it on UNGM website.

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 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 lead to disqualification.

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 documents should be provided in the Technical Offer.

Company Profile: The Bidder shall be registered in Iraq. UNHCR transfers payments to the bank accounts registered in the companies' names;

Experience: Suppliers should possess reasonable experience in the field of the requested goods and/or service. Minimum two (2) contracts for supply of toners, cartridges or printers are required to be qualified for the contract.

Delivery lead time: The delivery lead time for the future Frame agreement will be within **5 Days** after signing each PO.

Vendor Registration Form: If your company is not registered with UNHCR, you should complete, sign and submit with your technical offer the Vendor Registration Form (Annex D). If your company is already registered with UNHCR, please submit your Vendor ID.

Technical Specifications (Annex B) / to be submitted signed and stamped. The offer will be evaluated for compliance with technical specifications stated in this ITB.

Incoterms: Please note that the International Chamber of Commerce Incoterms 2010 shall apply for this ITB and for any resulting purchase orders(s). The delivery place in the case of this tender is DAP either UNHCR Warehouse II in Baghdad, Iraq, one of UNHCR Offices in the IZ (Green Zone) in Baghdad, Iraq or UNHCR office/warehouse in Erbil, KRI, Iraq or UNHCR Office in Duhok, KRI, Iraq or UNHCR Office in Sulaymaniyah, KRI, Iraq .

Mandatory Pre-Qualification Documents:

The following documents MUST be submitted in order to pre-qualify for further evaluation

1. Company registration documents issued by the Government of Iraq/KRI.
2. Proof of minimum two (2) contracts for supply of toners, cartridges or printers. Copies of POs/contracts will be considered sufficient to evaluate against this criterion. Reference letters showing specifics of the POs/contracts will be accepted as well.

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain detailed offer in USD.

The prices offered should remain valid for at least 90 days.

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.

Unit costs: Prices should be quotes based on DAP place of delivery. UNHCR is exempt from all direct taxes and customs duties. With this regard, price has to be given without VAT.

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:**

Technical and Financial evaluation:

All bids from pre-qualified suppliers will be evaluated based on:

- Compliance with the established UNHCR requirements;
- Price.

2.5.1 **Technical Evaluation Criteria**

MANDATORY CRITERIA	Pass/Fail
Company registration documents issued by the Government of Iraq/KRI. Registration documents should be provided with the Technical Offer.	Pass/Fail
Proof of minimum two (2) contracts for supply of toners, cartridges or printers. Copies of POs/contracts should be provided and will be considered sufficient to evaluate against this criterion. Reference letters showing specifics of the POs/contracts will be accepted as well.	Pass/Fail

Bidders meeting the mandatory criteria will be considered for further evaluation

TECHNICAL CRITERIA	PASS/FAIL
Technical compliance: Technical specifications of the offered goods fully comply with the specifications provided in this ITB, by signing Annex B (Technical specification.) Please state if there is any difference in specification between the offered and requested items.	Pass/Fail

2.5.2 **Financial Evaluation**

Financial Offers will be evaluated by comparing total prices of all technically compliant bids. The contract will be awarded to the lowest-priced prequalified and technically compliant bidder.

For evaluation purposes only, the offers submitted in currency other than USD will be converted into USD 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 areas of the human rights, labour, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

2.5.3 **Supplier Registration**

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 of the 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 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.).

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

IMPORTANT:

The Technical and Financial Offers are to be sent in separate emails. Failure to do so may result in disqualification.

Deadline for submission: 22 October 2019, 23:59 hrs Baghdad, Iraq time.

IMPORTANT:

Any bid received after this date or sent to another UNHCR address will 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 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 **20 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/IRQ/BGD/2019/SUP/ITB/429 – Technical (or Financial) offer
- 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 Offer 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 delivery completion by UNHCR focal point.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS

Please note that the General Conditions of Contracts (**Annex E**) will be strictly adhered to for the purpose of any future contract.

2.10 ZERO TOLERANCE POLICY

Please note that UNHCR strictly adheres to zero tolerance policy and as such, advises to its Suppliers not to offer any gifts, favor, hospitality, commission, etc. to UNHCR Staff. Any Supplier found to be offering gifts, favor, hospitality, commission, etc. to UNHCR Staff will be placed on United Nations sanctioned list and UNHCR will not do business with them anymore.

Signature


Narayan Paudel
Senior Supply Coordinator
UNHCR Iraq

