

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

DATE: 12/11/2019

INVITATION TO BID: No. HCR/IRQER/2019/ITB/078
FOR
SUPPLY OF ELECTRICITY GRID MATERIAL (HV & LV) FOR UNHCR IN ERBIL, IRAQ

CLOSING DATE AND TIME: 09/12/2019 – 23:59 hrs. Iraq 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 six decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 15,000 people in more than 128 countries continues to help about 70 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), Erbil, invites qualified bidders registered with the Government of Iraq / Kurdistan Regional Government Ministry of Electricity to make a firm offer for supply of electricity grid material (HV & LV) for Kawergosk Refugee Camp (referred to hereinafter as goods) in Erbil, Iraq.

IMPORTANT:

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

IMPORTANT:

It is strongly recommended that this Invitation to Bid (ITB) 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 constructed 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: Technical Specifications.
- Annex B: Financial Offer Form / **to be submitted as separate file.**
- Annex C: Vendor Registration Form: You should complete, sign and submit with your technical offer the Vendor Registration Form if you are not already registered vendor with UNHCR. If you are already registered with UNHCR, your vendor ID should be stated.
- Annex D: UNHCR General Conditions of Contracts of Goods/ **(signed and stamped to confirm acceptance)**
- Annex E: UN Supplier Code of Conduct / **(signed and stamped to confirm acceptance)**

2.2 Acknowledgement

We would appreciate your informing us of the receipt of this ITB by return e-mail to georgesz@unhcr.org with copy to babikir@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 clarifications

Bidders are required to submit any request for clarifications in respect of this ITB by e-mail to georgesz@unhcr.org with copy to babikir@unhcr.org with the clear indication of the ITB reference in the subject line. **The deadline for receipt of questions is 20/11/2019 - 17.00 hours Iraqi Time.** Bidders are requested to keep all questions concise.

IMPORTANT:

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

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

2.4 Your Offer

Your offer should 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 section 2.6 of this ITB; the "Submission of Bid".

Your offer shall comprise the following two sets of documents (emails/envelopes):

- a. Technical offer
- b. Financial offer

Submission of your technical and financial offers is to be in separate documents (emails or envelopes).

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 technical specifications given. Clearly state and disclose any discrepancies with the specifications given.

IMPORTANT:

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

The following documents shall also be provided in the Technical Offer.

- **Company Profile:** The bidder shall provide complete company profile containing copies of
 - Registration documents with government authorities like valid certificate of registration for business,
 - Last two years Audited financial statements,
 - Experience certificates providing details of years of experience,
 - POs/contracts/work orders of the relevant nature with references (at least 2 similar orders). All documents must be credible in the letter heads and/or stamps of issuing organizations.
- **Financial Soundness:** Your offer should include bank statements or audited financial statements showing an annual turnover of at least USD 300,000 or equivalent in local currency @ USD 1 = IQD 1,170.
- **Delivery Time:** The bidder shall provide the date of delivery for the last item. Early delivery will be advantageous.
- **INCOTERM2010:** Incoterm 2010, **DAP** shall apply for this ITB and for any resulting purchase order. The delivery location is Kawergosk Refugee Camp, Erbil, Iraq.
- **Country of Origin** of the Supplier and Place of Manfucature: The technical offer shall state the country in which the supplier is registered as well as the counry and place of manfucture of the products.
- **Warranty:** The bid shall include defects and liability period with terms of warranty for at least 12 months from date of installation. The bidder shall share complete terms of warranty with details of provider of warranty.
- **Quality certificates:** Bidder shall submit a copy of intrnationally recognized quality certificates.

2.4.2 Content of the Financial Offer

Your separate **Financial Offer** is to be submitted as per the financial offer form (**Annex B**) which must contain an overall offer in a single currency, in US Dollars. Bids that have a different price structure may not be accepted.

The following details shall be provided for each item:

- i. The unit price should be inclusive of all charges including transportation;
- ii. The total price that must be a product of the unit price and the quantity;
- iii. Any quantity or other discounts (e.g. volume discount) shall be clearly indicated;

UNHCR is exempt from all direct taxes and customs duties. In this regard, price must be quoted without VAT.

You are requested to hold your offer valid for 90 calendar days from the deadline for submission. UNHCR will make its best effort to select a company within this period. 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 or negotiating a contract, including any related travel, is not reimbursable nor can it be included as a cost of the assignment.

2.5 Bid Evaluation

Technical and Financial evaluation:

All bids will be evaluated based on Technical Evaluation Criteria and Financial Offer.

2.5.1 Technical Evaluation Criteria

Technical bids will be evaluated based on "Pass"/ "Fail" criteria as shown below. To be technically qualified all criteria must be passed.

TECHNICAL CRITERIA	Pass/Fail
Do the offered specifications conform to required specifications spelled out in Annex A. (<i>data sheet with detailed specifications to be provided for each item</i>)	Pass/Fail
Does the vendor have the capacity and experience in similar projects? At least two (2) similar comparable projects with UN Agencies, Government/National/Multinational Agencies or companies within the last 10 years for electrical works. (<i>copies of contracts or PO must be provided</i>)	Pass/Fail

Registration Documents: Relevant documents should be submitted with your offer to assess the legal status, capacity, prior experience etc. of your company. Companies must provide copy of registration documents with Government of Iraq / KRG Ministry of Electricity and grading certificate for Electrical works

Companies not submitting them with their offer may be contacted by UNHCR and given one more opportunity to submit them. Should these companies still not submit the missing documents, they will then be disqualified

2.5.2 Financial Evaluation

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

For evaluation purposes only, the offers submitted in currency other than US Dollars, if any, will be converted into US Dollars 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, labor, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative at <https://www.unglobalcompact.org>

2.5.3 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 Submission of Bid

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

Bids should be submitted by **e-mail OR hand delivery** and all attachments should be in PDF format. (Copies of the PDF documents may, as an addition, be included in Excel or other formats etc.).

Your offer shall comprise separate and clearly labeled email documents as follows indicating number of e-mails that are sent (example: 1/3, 2/3 & 3/3):

a) Name of your firm – HCR/IRQER/2019/ITB-078 Technical Offer for Supply of Electricity Grid Material (HV & LV) for UNHCR in Erbil, Iraq.

b) Name of your firm – HCR/IRQER/2019/ITB-078 Financial Offer for Supply of Electricity Grid Material (HV & LV) for UNHCR in Erbil, Iraq.

The documents should be sent by email to: IRQERTENDERS@UNHCR.ORG or Hand Delivered to UNHCR tender box located at the gate of below address:

Two separate envelopes:

One envelope for technical offer and another envelope for financial offer.
Then both envelopes should be sealed in the third (outer) envelope,

The outer envelope should be addressed to:

Bid Opening Committee
HCR/IRQER/2019/ITB-078 Supply of Electricity Grid Material (HV & LV) for UNHCR in Erbil, Iraq.
UNHCR Erbil Sub Office
100m - Airport Road
UN Compound, Erbil

(Please note envelopes can be received only between 9.00 am and 4.00 pm on UN working days)

Deadline: 09/12/2019– 23.59 hours, Iraq Local Time.

IMPORTANT:

Any bid received after this date and time 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.

Financial Offer must be submitted as separate email/envelope.

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 necessary for a comprehensive understanding of its offer by UNHCR.

IMPORTANT:

The Financial offer will only be opened for evaluation if the supplier's technical offer has passed the technical evaluation and has been considered by UNHCR as technically responsive.

Important Dates to Note for Bid Submission:

Tender available to vendors	12/11/2019 to 09/12/2019
Last day for Queries	20/11/2019 - 17.00 hours, Iraqi Time.
Closing date for submission of bids	09/12/2019 - 23.59 hrs. Iraq Local Time.

3. 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 quantity** 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, efficiency and best value for money.

4. SOME OF THE REASONS OF DISQUALIFICATION

- Bidder fails to submit **only** the Financial Offer in a **separate** email/envelope as specified in the tender documents;
- Bid documents are received by email address other than that specified in the tender documents; and/or Bid documents are received at location, or by a person, other than those specified in the tender documents;
- Bid documents are received after the deadline for submission of bids stated in the tender documents
- Bid documents are sent via the correct route after having submitted incorrectly;
- The Bidder's qualification or data are proven to be false and
- The Bidder commits a proven unfair or dishonest act in order to acquire rights for agreement award.

5. 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 at <https://www.unglobalcompact.org>.

6. Currency And Payment Terms For Purchase Orders

Any Purchase Order (PO) issued as a result of this ITB will be made in USD. Payment will be made in accordance to the General Conditions for the Purchase of Services in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

7. UNHCR General Conditions of Contracts 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.

8. Zero Tolerance Policy

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

Abdulelah Babikir

**Supply Officer
UNHCR, Erbil, Iraq.**

YOUR OFFER should be submitted in line with THE following instructions (Failure to do so shall result in disqualification):

There should be separate emails/envelopes:

Technical folder (Email/envelope A)

- **Financial Soundness.** bank statements or audited financial statements showing an annual turnover of at least USD 300,000 or equivalent in local currency IQD @ USD 1 = 1,170 IQD.
- 1. Company profile.
- 2. Registration documents.
- 3. Delivery Time: The bidder shall indicate the earliest delivery time for all items.
- 4. Copies of 2 Audited financial statements,
- 5. Experience certificates/documents, and
- 6. 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.
- 7. Annex C: (Vendor Registration Form) and its attachments.
- 8. Annex D: UNHCR General Conditions of Contracts of Goods.
- 9. Any other documents required as per this ITB.

Financial folder (Email/envelope B)

1. Annex B Financial Offer Form.