



**UNHCR**

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

**DATE: 28 JANUARY 2019**

**URGENT INVITATION TO BID: No. ITB/2019/005**

**FOR ESTABLISHMENT OF FRAME AGREEMENT FOR SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF COOLING /HEATING /VENTILATION SYSTEMS**

**CLOSING DATE AND TIME: 12 FEBRUARY 2019 – 23:59 hrs Local Time or Earlier**

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### **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 6,600 people in more than 126 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) in Lebanon, invites qualified suppliers registered with the Government of Lebanon to submit their firm offers for establishment of Frame Agreement(s) for supply, delivery, installation and commissioning of Cooling/Heating/Ventilation Systems (hereinafter referred to as "Goods").

Offers must be submitted for all the items listed in Annex B. Incomplete offers may not be accepted (i.e. quote for partial item).

UNHCR is requesting all bidders to submit their quotes for one (1) piece per item line. The required quantity will be shared at the time of issuance of the purchase order. It is not possible for UNHCR, at this stage, to declare tentative quantity.

#### **Delivery place:**

Beirut, Beqaa, Mount Lebanon, North and South areas, delivered at Place (DAP) – exact addresses to be confirmed.

**Please note that the offers not fully matching the above-stated technical specifications will be rejected.**

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 to be 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: Terms of Reference;
- Annex B: Financial Offer form;
- Annex C: Vendor Registration Form;
- Annex D: UNHCR General Conditions of Contract for the Provision of Goods, *January 2010 version*.

### **2.2 ACKNOWLEDGMENT**

We would appreciate your informing us of the receipt of this ITB by return e-mail to [eljebbaw@unhcr.org](mailto:eljebbaw@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 SUPPLIER PRE-BIDDING MEETING**

All suppliers that acknowledge interest to submit a proposal are invited to attend a pre-bidding conference- at Lea Building on 01 February 2019, 10:30 hrs. Please note that attendance to this pre-bidding conference is NOT mandatory. Offers from companies not attending this pre-bidding conference will still be considered, however documents related to the immediate needs of UNHCR should be obtained from UNHCR and the procedures set out under point 2.2 of annex A should be followed.

Advance notification of attendance including the names and contact details of company representative is required. Notification should be addressed in writing to [eljebbaw@unhcr.org](mailto:eljebbaw@unhcr.org) the latest on 31 January 2019.

## 2.4 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to Ahmad El Jebbawy, Supply Associate at [eljebbaw@unhcr.org](mailto:eljebbaw@unhcr.org) .The deadline for receipt of questions is 04 February 2019 on 23:59 hrs local time.

**IMPORTANT:**

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

UNHCR will compile the questions received and plan to respond to the questions shortly after the query closing date.

UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

## 2.5 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 2.7) of this ITB.

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.

**Special Instructions:**

- The supplier must check/inspect the items before dispatching them to UNHCR.
- The cost must be inclusive of transportation and installation to any place in Lebanon.
- All rejected items must be replaced by the supplier at no cost to UNHCR.

### 2.5.1 **Mandatory Requirement: Pass/Fail Criteria**

Your offer should include the following documents:

- Proof that your company is registered and licensed by the Government of Lebanon (GoL) to provide such goods/services for 3 or more years prior to the closing date of this Invitation to Bid ;
- The company's VAT registration certificate if applicable;
- Written authentication that company is an **authorized partner / reseller** for offered products in Lebanon (as per annex A).
- Written confirmation of quoted products being **genuine and original**.
- Fulfillment of technical requirements as per annex A.

Please note that in order to be eligible to participate in the competition; all the above documents should be included in your offer. Offers without any one of the above may be disqualified.

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

Technical and financial offer must be sealed in two separate envelopes which then should be sealed in a third envelope. Offers not following this requirement may be disqualified.

### 2.5.2 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 be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

I. The following documents shall be provided along with the technical offer:

**A- Description of the company and the company's qualifications:**

- Company profile;
- Company's last three audit years reports;
- If multi location company, specify headquarters location;
- List of similar and successfully completed projects;
- List of similar projects currently underway;
- List of clients to whom you already or are currently supplying, delivering and installing prefabricated units including contact details (name and phone number).

**B- Product specification.**

Product data sheet or any similar documents.

**C- Project Plan:**

As part of its technical offer the company shall provide a detailed project plan for the implementation of the project specifying the mile stones, timeline and allocated resources of the project.

**D- Assigned personnel (as per annex A):**

- Confirmation that all installation services shall be done by qualified personnel;
- List, CV's and certification(s) of assigned personnel including the lead mechanical and electrical engineers.

**E- Supply Capacity and Lead Time:**

The bidder shall state the average quantities of the quoted items maintained in stock with the vendor, indicating estimated maximum weekly production and delivery capacity from the date of purchase order in **Annex A** for the supply and delivery of the goods and services is received.

**F- Certificate:**

If available, the bidder shall submit a copy of a valid internationally recognized quality certificate of the manufacturing company. The bidder shall also submit a copy of valid quality certificate for the finished products and a certificate from the related Lebanese Government authority.

**G- Written confirmation of acceptance of UNHCR general terms and conditions (Annex D)** including payment which is within 30 days from the date of receipt of invoice following satisfactory delivery of goods/ services;

**H- Vendor Registration Form:** If your company is not already registered with UNHCR, you should complete, sign and submit with your offer the Vendor Registration Form **Annex C**.

**I- Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the services.**

**Offers without the above documents might be disqualified.**

### 2.5.3 Content of the FINANCIAL OFFER

Your separate Financial offer must cover all the services to be provided (price "all inclusive") in US Dollars.

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.

The following details shall be provided for each item.

**Proposed Brand Name & Model Number:** Bidder shall specify for each offered items the quoted brand name and model number.

**Country of origin and Place of manufacture:**

The offer shall state the country of manufacture and origin of the products on offer.

**Delivery lead time:** Bidder shall state the required time of delivery of the quoted item(s) from date of receiving purchase order. All things being equal shorter delivery lead time will be given higher consideration (Refer to leadtime mentioned in Annex A).

**Manufacturer Free Warranty Period:** bidder shall state the free warranty period offered by the manufacturer. Longer free warranty period will be given higher consideration (Refer to leadtime mentioned in Annex A).

**Services Covered under Manufacturer Warranty:** bidder shall state the services covered under the manufacturer free warranty period.

UNHCR is exempt from VAT. With this regards, price has to be given without VAT. However, UNHCR will pay the VAT to the selected vendor claims for refund with the Government later.

You are requested to hold your offer valid for a minimum of 90 days from the deadline for submission. UNHCR will make its best effort to select a company within this period.

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.

## 2.6 BID EVALUATION

The evaluation will be conducted in 3 stages as follows:

- a. First Stage: checking and verification of submitted tender documents by UNHCR Technical Evaluation Committee (TEC). UNHCR's TEC will check the submitted mandatory tender documents and mark 'yes' or 'no' against the conditions listed at point no. 2.5.1. Missing documents, if any, will be requested from the vendors. Vendors refusing to provide missing document, when requested, will not be included for further evaluation.
- b. Second Stage (Technical): UNHCR nominated technical evaluation committee (TEC) will conduct the technical evaluation of the received offers based on a pass/fail determination as listed in 2.5.2 and whether the specification substantially conform to the requested items.
- c. Third Stage (Financial): Bids will be tabulated and compared for all companies passing the technical evaluation. It is important to send a complete and detailed offer. The contract may be awarded to the vendor(s) with the lowest technically compliant offer.

### Due Diligence:

UNHCR may conduct a due diligence/supplier verification exercise if the vendors are not known to UNHCR or have not already worked satisfactorily for UNHCR in the past if the vendors are found to be technically compliant following completion of the evaluation of their technical proposals. Should the findings of the due diligence/supplier verification contradict the desk evaluation of technical proposals, the finding of the due diligence/supplier verification report will prevail. UNHCR will not conduct such exercise for those unknown vendors who are not found to be

technically compliant. It will also not carry out such exercise for those vendors who UNHCR knows well.

## **2.7 Supplier's Registration:**

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.

## **2.8 SUBMISSION OF BID**

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

Bids should be submitted **by a sealed envelope** along with all needed supporting documents, as per below:

- **Attention:**  
Secretary of the local committee on contracts
- **Delivery place:**  
UNHCR Beirut Office  
LEA building on the corner Cheikha Sabah El Salem El Sabah Highway  
Venezuela St,  
P.O.Box 11-7332  
Ramlet El Baida, Beirut – Lebanon
- **Bid Reference: ITB/2019/005**

**Deadline: 12 February 2019 – 23:59 hrs local time or earlier**

### **IMPORTANT:**

Any bid received after this date or submitted to another UNHCR contact may be rejected. Addition of any other mentions on the envelope will result in the rejection of your bid.

Please indicate on your offer (inside the sealed envelope) subject field:

- **Bid number : ITB/2019/005**
- Name of your firm
- List of documents attached to your bid such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

UNHCR will not be responsible for locating or securing any information that is not identified in the bid.

## **2.9 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. Such extension of the deadline may accompany a modification of the solicitations 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 vendor with technically compliant bid offering the lowest cost.

## **2.10 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS**

Any Purchase Order (PO) issued as a result of this ITB will be made in US dollars.

## **2.11 UNHCR GENERAL CONDITIONS OF CONTRACT FOR THE PROVISION OF GOODS AND SERVICES**

Please note that the General Conditions of Contract for the Provision of Goods and services (**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.

## **2.12 ZERO TOLERANCE POLICY**

Please note that UNHCR strictly follows zero tolerance policy and as such advises its suppliers not to offer any gift, favor, hospitality, etc. to its staff.



## 2.12 THE UN GLOBAL COMPACT

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.

UNHCR encourages bidders to sign up to this initiative at:  
<https://www.unglobalcompact.org/>

Yohannes Hailu Gebre-Mariam  
Senior Supply Officer  
UNHCR Office - Beirut, Lebanon



29/01/2019

