



UNHCR

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

DATE: 20/06/2018

INVITATION TO BID: No. ITB/2018/033

**FOR THE ESTABLISHMENT OF 2+1 YEARS FRAME AGREEMENT FOR
SUPPLY, DELIVERY AND INSTALLATION OF SPLIT AIR CONDITIONING (AC) UNITS
TO UNHCR OFFICES IN LEBANON**

CLOSING DATE AND TIME: 20/07/2018 – 23:59 hrs local 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 126 countries continues to help some 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), with its Offices in Lebanon located in Beirut, Mt. Lebanon, Tyre, Tripoli, Qobayat and Zahle, invites qualified and experienced vendors (suppliers and authorized dealers) to submit their firm offers for the supply, delivery and installation of air conditioning systems (ACs) to UNHCR Offices in Lebanon.

IMPORTANT:

Exact technical requirements of the Goods are detailed in **Annex A** of this document.

The selected supplier(s) will be awarded UNHCR Frame Agreement(s) (FA) with initial duration of two (2) years, potentially extendable for one (1) year, subject to the quality performance of the selected company during the contract duration period, taking into consideration the respect of the same terms, conditions and prices as set forth in the initial FA and fulfilling other agreed requirements.

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: Technical specifications of ACs;
- Annex B: Financial Offer Form;
- Annex C: Vendor Registration Form;
- Annex D: UNHCR General Conditions of Contract for the Provision of Goods and Services, January 2010 version.
- Annex E: Pre- conditions checklist

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to farhat@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 for clarification in respect of this ITB by e-mail to Bernard Farhat at farhat@unhcr.org. **The deadline for receipt of questions is 13/07/2018 on 23:59 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.

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.

2.4 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 UNHCR 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**

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**.

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.

- 1) Proof of Company registration with the Government of Lebanon:
 - a- Registration certificate issued by the Lebanese Ministry of Finance
 - b- Certificate of registration issued by the commercial register (سجل تجاري)
 - c- Commercial circular issued by the bidder and authenticated by the commercial register (إذاعة تجارية)
- 2) Proof the bidder has been in business for more than 3 years
- 3) Provide official documentation/authorization from manufacturer that you are a certified installer, service center and distributor.

B- The following details shall also be provided along with the offer:

2.4.1 Technical specifications of ACs

Please refer to the attached **Annex A** for the minimum required specifications of the ACs.

2.4.2 Vendor's AC supply capacity

Please indicate your supply capacity of the split AC units meeting the mentioned specifications in Annex A and broken down by the capacity ratio after 1 day, 10 days, 20 days and 30 days following the signature of a Purchase Order, reflecting the averagely maintained in-country AC stock levels) and broken down by AC type.

2.4.3 Delivery terms

The selected supplier will be required to deliver ACs to any UNHCR Offices in Lebanon listed above, and thus, the delivery costs should be included into the total cost of the contracted AC units for each of the above listed delivery locations.

The Supplier shall carry out final checkup and perform testing of the installed units under the directions of the UNHCR Supervisor/Engineer.

2.4.4 Installation by type of accommodation (container/prefab; building-concrete)

In the vast majority of cases, the supplied AC units will be installed in the modified shipping containers, prefabs or in the concrete building. If the installation costs differ depending on the type of the dwelling, please provide the installation cost breakdown for each type of accommodation.

The Supplier shall carry out final checkup and perform testing of the installed units under the directions of the UNHCR Supervisor/Engineer.

2.4.5 Warranty for supplied ACs and installation works

Please state the free warranty period offered and services covered. Longer free period of warranty will be considered as an added value.

Warranty period should begin from the date of satisfactory installation and commissioning of the supplied ACs at a named location following a certification by the authorized UNHCR staff (Requester).

2.4.6 Vendor's qualifications and experience in supply and installation of ACs

Vendors, specializing in the supply and installation of air conditioners, are to be duly registered and certified by the relevant Lebanese authorities.

The Supplier shall be the sole/direct service provider and shall not sub-contract the furnished purchase orders to a third Party.

Supplier must have proven experience in implementing similar projects (sale, installation and post-sales warranty) during the past three years.

2.4.7 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**).

2.4.8 UNHCR General Conditions for Provision of Goods

Your offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods and Services, January 2010 version, by signing **Annex D**.

Content of the FINANCIAL OFFER

Your separate **financial offer** must contain an overall offer in a single currency, preferably in US Dollars.

The price 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 exempt from all direct taxes and customs duties. Thus, all prices are to be given without VAT.

You are requested to hold your offer valid for 90 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.

2.5 BID EVALUATION:

Technical evaluation of the received Offers will be based on a pass/fail determination of whether the Bid substantially conforms to all of the below-stated criteria:

1. Offers meets technical specifications, as per Annex A
2. Vendor's supply capacity is adequate to meet UNHCR's needs, as per p. 2.4.2
3. Offers conform to the UNHCR's delivery terms, as per p. 2.4.3
4. Proposed AC installation methods are technically acceptable and are in line with the set requirements, as per p. 2.4.4
5. Warrantee period and services covered, as per p. 2.4.5
6. Vendor's specialty, qualifications and experience, as per p. 2.4.6

Evaluation of Financial Offers: bids will be tabulated and compared for all participating companies. It is important to send a complete Offer. The contract may be awarded to the vendor(s) with the lowest priced Offers passing the technical evaluation.

2.5.1 **Supplier's 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.

2.6 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 (LCC)
- **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/2018/033

Deadline: 20 July 2018, 23:59 hrs 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.

Please indicate on your sealed envelope subject field:

- Bid ITB/2018/033
- Name of your firm and list of documents attached to bid such as certificates, extracts and other.

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.

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. UNHCR does not make any advanced payment.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACT FOR THE PROVISION OF SERVICES

Please note that the General Conditions of Contract (**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.

2.10 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.

Yohannes Hailu
Senior Supply Officer
UNHCR Office - Beirut, Lebanon



