

DATE: 04/04/2020

INVITATION TO BID: No. ITB/2020/019

**FOR THE SUPPLY AND DELIVERY
OF MEDICAL EQUIPMENT & SUPPLIES**

CLOSING DATE AND TIME: 08/04/2020 – 23:59 HRS (LOCAL) OR EARLIER

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 9,500 people in more than 123 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 Beirut, invites authorized companies to make a firm offer for the Supply and Delivery of Medical equipment/ supplies in Annex A (referred to hereinafter as "Goods").

Delivery place:

Lebanon – Specific delivery address to be advised later

It is strongly recommended that this Invitation to Bid 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_1: Bill of Quantity BoQ;
- Annex A_2: Technical Requirements/ specifications;

- Annex B: Technical Submission sheet
Annex C: Financial Offer Form;
Annex D: Vendor Registration Form;
Annex E: UNHCR General Conditions of Contracts for the Provision of Goods and Services – *July 2018 version*;
Annex F: UN Supplier code of conduct.

2.2 ACKNOWLEDGMENT

We should be grateful for your informing us of the receipt of this ITB by return e-mail to jamilk@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 or any question in respect of this ITB by e-mail to Khurram Jamil, Supply Officer at jamilk@unhcr.org. **The deadline for receipt of questions is 06/04/2020 at 23:59 hrs local time.** Bidders are requested to keep all questions concise.

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 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.

A- Documents to be submitted with offer:

- The company must be registered and licensed to provide such goods / services;
- Proof that company was established and has been selling similar products for 3 or more years;
- **Manufacturer Data Sheet or One Sample of each of the requested items**
Samples are to be sent to below address, with a clear mention on the outer box of the company name and the ITB Number “**ITB 2020 019**”

UNHCR Beirut Office
S&K Building, Nicolas Ibrahim Sursock Str, Jnah, Beirut;
P.O.Box 11-7332
Ramlet El Baida, Beirut – Lebanon

- **Company submitted the delivery lead time of the listed items under the BoQ**
UNHCR requires delivery on urgent basis within four weeks.
- **Installation, commissioning and training**
- **Aftersales services & Warranty period**

B- The following documents shall also be provided along with the offer:**1) Description of the company and the company’s qualifications**

A description of your company with the following information:

- Company profile information;
- Registration certificates;
- Year founded;
- Duly completed UNHCR Vendor Registration Form (if not yet registered with UNHCR);
- If multi location company, specify headquarters location;
- List of references and contact details including product installed (if UN agencies, NGO and governmental parties to be mentioned);
- Any information that will facilitate our evaluation of your company’s substantive reliability, financial and managerial capacity to provide the services.

2) Delivery lead time: As part of its technical offer the company shall specify the delivery lead time of the listed items under the BoQ**3) Written confirmation of acceptance of UNHCR general terms and conditions including payment which is within 30 days from the date of receipt of invoice following satisfactory delivery of goods/ services;****4) Any information that will facilitate our evaluation of your company’s substantive reliability, financial and managerial capacity to provide the services.****2.4.2 Content of the FINANCIAL OFFER**

Your separate **Financial Offer** must contain an overall offer in a single currency preferable US Dollars.

The financial component must cover all the services to be provided (price “all inclusive”).

The Financial Offer is to be submitted as per the Financial Proposal Form (Annex C). Bids that have a different price structure may be disqualified.

The following details shall also be provided in the offer (Annex C):

UNHCR is exempt from all direct taxes and customs duties. Thus, price has to be given without VAT. VAT, if applicable, will be paid to the company by UNHCR which it claims for refund with the Government later.

You are requested to hold your offer valid for **30 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 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 bid evaluation:

Technical evaluation of the received offers will be based on 2 steps:

Step 1: Sample or Data sheet verification

In this step a technical evaluation team will verify submitted sample or data sheet and will validate against the requested specs. Only items that passes this step will be financially evaluated.

Step 2: Pass/Fail:

A pass/fail determination of whether the Bid substantially conforms to all of the following requirements.

All below five (5) requirements in below table should be met in order to pass the technical evaluation.

#	Requirement	Yes	No
1	The company is registered and licensed to provide such goods / services		
2	The company was established and has been selling similar products for a minimum of 3 years		
3	Compliance certificate (as per the Lebanese regulation regarding compliance with international safety standards: For example, CE, FDA, etc.) https://www.moph.gov.lb/userfiles/files/HealthCareSystem/Medical%20Technology/Laws%20and%20Regulations/karar%20455-2013.pdf		
4	Company submitted the required delivery lead time of the listed items under the BoQ (UNHCR required the items to be delivered immediately or within four weeks after placement of orders)		
5	Warranty Period (Minimum 12 months)		
Pass / Fail			

2.5.2 Financial bid evaluation:

Financial bids will be tabulated and compared for all bidding companies that passed the technical evaluation criteria under 2.5.1. It is important to send a complete technical offer. The contract may be awarded to the bidder with the lowest priced offers passing the technical evaluation.

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.

2.6 SUBMISSION OF BID:

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

Bids should be submitted along with all needed supporting documents, to farhat@unhcr.org.
Kindly clearly mention in the Email title the tender number "ITB 2020 019"

Deadline: 08/04/2020, 23:59 hrs local time or earlier.

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.

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.

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 without having to assign any reason whatsoever and is not obliged to select the lowest offer.

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.

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 USD. Payment will be made in accordance to the General Conditions of contracts for services. Payments shall only be initiated after confirmation of successful completion of the ordered services by UNHCR business owner.

2.9 UNHCR GENERAL CONDITIONS OF CONTRACT FOR THE PROVISION OF SERVICES

Please note that the General Conditions of Contract for provision of Goods and Services (**Annex E**) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions by attaching a signed and stamped copies of the attached condition of services.

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.

2.11 THE UN GLOBAL COMPACT

The UN Global Compact is a call to companies to align strategies and operations with universal principles on human rights, labor, environment and anti-corruption, and take actions that advance societal goals.

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

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