

**DATE:** 08 JUNE 2021

**INVITATION TO BID:** NO. ITB/2021/017

**FOR THE ESTABLISHMENT OF FRAME AGREEMENT(S)**

**FOR SUPPLY AND DELIVERY OF UPS BATTERIES FOR A PERIOD OF ONE YEAR WITH POSSIBILITY OF EXTENSION FOR AN ADDITIONAL ONE YEAR**

**CLOSING DATE & TIME: 3 JULY 2021, 16:00 HRS LEBANON 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 17,324 people in more than 135 countries continues to help about 79.5 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

- 1.1 The Office of the United Nations High Commissioner for Refugees (UNHCR), in Lebanon, invites authorized, qualified and experienced local companies to make a firm offer for the establishment of Frame Agreement(s) for the supply and delivery of UPS batteries as listed in **Annex A**, to UNHCR based in Lebanon (referred to hereinafter as "Goods").
- 1.2 Frame Agreement(s) may be established with initial duration of one (1) year, potentially extendable for one (1) additional year, subject to satisfactory performance. Contract(s) might be awarded to more than one bidder. **The initial quantity of requirements is (360) UPS batteries. The estimated annual requirement of UNHCR for the goods is approximately USD 100,000.**

Please note that the figures are presented for bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will require the totality of the above quantity. Quantities may vary and will depend on the actual needs and funds available regulated by the issuance of individual Purchase Orders against the Frame Agreement.

- 1.3 The successful bidder(s) will be required to maintain their quoted price model for the duration of the Frame Agreement. UNHCR is requesting all bidders to submit their quotes for one (1) unit 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 quantities.

**IMPORTANT:**

Technical requirements / specifications are detailed in **Annex A** of this document.

**IMPORTANT:**

When a Frame Agreement is awarded, either party can terminate the agreement only **upon 90 days' notice**, in writing to the other party.

The initiation of conciliation or arbitral proceedings in accordance with article 19 "settlement of disputes" of the UNHCR General Conditions of Contracts for provision of Goods and Services shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

- 1.4 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.
- 1.5 Sub-Contracting: Please take careful note of article 5 of the attached General Terms and Conditions (**Annex E**).

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:	Technical Requirements/Specifications
Annex B:	Technical Offer Form
Annex C:	Financial Offer Form
Annex D:	UNHCR Vendor Registration Form
Annex E:	UNHCR General Conditions of Contract for the Provision of Goods and Services (July 2018)
Annex F:	UN Supplier Code of Conduct

### **2.2 ACKNOWLEDGMENT**

We would appreciate your informing us of the receipt of this ITB by return e-mail to [elahmady@unhcr.org](mailto:elahmady@unhcr.org) with cc to [eljebbaw@unhcr.org](mailto:eljebbaw@unhcr.org), no later than 10 June 2021, 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.

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

**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 Youssef El Ahmad, Supply Associate at [elahmady@unhcr.org](mailto:elahmady@unhcr.org) with cc to [eljebbaw@unhcr.org](mailto:eljebbaw@unhcr.org). **The deadline for receipt of questions is 16 June 2021 at 16:00 Hrs Lebanon 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**

**2.4.1** 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.

**2.4.2** The cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

Your offer shall comprise the following two sets of documents:

- Technical Offer;

- Financial Offer.

#### **2.4.3 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 following two sets of documents shall be provided along with the Technical Offer:**

**Set 1: Company related documents:**

1. The company registration documents (Commercial Circular, Registration certificate) / company should have been registered for a minimum of three (3) years.
2. Proof the company have experience in manufacturing and/or supplying relevant goods or services.
3. The company must proof relevant contractual relationship.
4. The company organization chart.
5. Documents proofing the company's financial soundness and stability.
6. Filled in, signed and stamped vendor registration form, if your company is not already registered with UNHCR. If already registered, please provide UNHCR Supplier ID number.
7. Signed and stamped UNHCR General Conditions of Contracts for the Provision of Goods and Services 2018 proofing acceptance of UNHCR general terms and conditions including payment terms which is within 30 days from the date of receipt of invoice following satisfactory delivery of goods / services.
8. Company should have at least three (3) years of experience in providing similar goods.
9. Company must submit a technical data sheet for the quoted batteries as per the specifications.
10. Company must Fill, Sign and Stamp the Technical Offer Form **Annex B** to indicate the acceptance of the required technical specifications and delivery terms stipulated in Technical Requirements/Specifications, **Annex A**.

**Set 2: Products related documents:**

1. Manufacturer Data Sheet or detailed specifications of item(s).
2. Country of Origin/Manufacturer name.
3. CE certificate or equivalent.
4. Aftersales services & warranty period to be specified (a minimum of one (1) year when required).
5. Shelf life/Expiry date (A minimum shelf life of 12 month is requested).
6. Transportation & storage conditions for each product.

7. Delivery lead time: As part of its Technical Offer, the company shall specify the delivery lead time of the listed item(s) under the Technical Requirements/Specifications from the date of PO issuance.

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

**Special Instructions:**

- The price must be inclusive of transportation to the below stated delivery place (DAP).
- Items being **genuine and original**.
- The supplier must check/inspect the items before dispatching them to UNHCR.
- All rejected items must be replaced by the supplier at no cost to UNHCR.
- The quantity shown may go up as well as come down although it is not expected to be substantial.
- Goods should have a warranty duration of at least one (1) year.

**2.4.4 Content of the financial offer:**

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

Your offered price should include the delivery to final destination (DAP):

UNHCR Beirut Office  
S&K 4396 building near Beirut Hospital  
Nicola Ibrahim Sursock St,  
P.O.Box 11-7332  
Bir Hassan, Beirut – Lebanon

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 Offer Form (Annex C). Bids that have a different price structure may be disqualified.

You are requested to hold your offer valid for **120 days** from the deadline for submission. UNHCR will make its best effort to select a company within this period. UNHCR standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

**2.5 BID EVALUATION:**

**2.5.1 Technical bid evaluation:**

The technical evaluation will be done in 2 parts:

**Part one: Vendor Evaluation**

#	Requirement	Yes	No
1	Company must be registered with the government of Lebanon;		
2	Company must be registered with VAT;		
3	Company should have at least three (3) years of experience in providing similar goods;		
4	Company must Fill, Sign and Stamp the Technical Offer Form <b>Annex B</b> to indicate the acceptance of the required technical specifications and delivery terms stipulated in Technical Requirements / Specifications, <b>Annex A</b> ;		
5	Company must fill, sign and stamp the Vender Registration Form, in case they are not registered in UNCHR vendor data base.		
<b>Pass / Fail</b>			

**Only companies passing part one (Vendor Evaluation) shall pass to the part two.**

**Part 2: Technical Offer evaluation**

The technical evaluation of the received offers will be based on a pass/fail determination of whether the bid substantially conforms to all of the following requirements.

All below six (6) requirements should be met in order to pass the technical evaluation.

#	Requirement	Yes	No
1	Company <u>must</u> submit a technical data sheet for the quoted batteries as per the <b>Annex A</b> ;		
2	Document reflecting the country of origin and manufacturer of the goods;		
3	Aftersales services & warranty period to be specified (a minimum of 1 year is required);		
4	Shelf life/Expiry date well specified and in line with requirement / a confirmation that shelf life will be a minimum of 12 months upon delivery (A minimum shelf life of 12 month is requested);		
5	Transportation & storage conditions well specified for each product;		
6	Delivery lead time well specified and acceptable.		
<b>Pass / Fail</b>			

UNHCR reserves the right to:

- a- Request samples for the quoted product(s).
- b- The right to have the items inspected and rejected if necessary.

**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 one or more bidders 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 should be submitted electronically to email address **LEBBETENDERS@unhcr.org**.

Please clearly state the following in **subject line** of the email:

- ITB/2021/017
- Company name
- Type of Offer: Technical or Financial
- Number of e-mails sent (for example: 1/2, 2/2)

#### **Please follow the below instructions for submitting the offers via email:**

- a. Format: PDF files (Preferred);
- b. Email size must not exceed **10 MB**;
- c. For big attachment over **10 MB** please split into multiple numbered emails (e.g. 1 of 3, 2 of 3 and 3 of 3);
- d. No document downloading links are accepted. All documents must be attached with the email.
- e. If you are uploading number of small files, please move the files into a "ZIP folder" and send a zip file instead of each file individually;
- f. The Technical Offers and Financial Offers must be submitted in separate emails;
- g. All files must be free of viruses and not corrupted;

- h. UNHCR reserves the right to accept or reject any offers that is not following the email submission instructions;
- i. No other person from UNHCR to be copied on the tender emails otherwise the supplier may be disqualified;
- j. For any technical issues with submission of emails, the suppliers must contact this email address: [elahmady@unhcr.org](mailto:elahmady@unhcr.org)

**Deadline to submit offers: 03/JULY/2021, 16:00 Hrs Lebanon local time or earlier to:**

**[LEBBETENDERS@unhcr.org](mailto:LEBBETENDERS@unhcr.org)**

**IMPORTANT:**

Any bid received after this date or sent to any another UNHCR addresses 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 it deems would enhance the comprehension of its offer.

**IMPORTANT:**

The Financial Offer will only be opened for evaluation if the supplier passes the technical evaluation process. Please refer to point 2.5

**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 quantity when awarding the contract and would not expect a variation in submitted prices.

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.



**Awarded supplier(s) might be requested to submit one (1) unit of the approved sample upon signature of the Frame Agreement.**

## **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 of contracts for goods & services. Payments shall only be initiated after confirmation of successful delivery of the ordered goods/ services by UNHCR business owner. **No advance payment is possible.**

## **2.9 UNHCR GENERAL CONDITIONS OF CONTRACT FOR THE PROVISION OF GOODS AND 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 terms and conditions.


## **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 UNHCR 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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UNHCR Office - Beirut, Lebanon