

DATE: 09 JUNE 2021

INVITATION TO BID: NO. ITB/2021/020

**FOR THE SUPPLY AND DELIVERY OF
PVC COATED SHEETS FOR SHELTERS**

CLOSING DATE AND TIME: 09 JULY 2021 – 15:00 HRS LOCAL TIME 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 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

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Beirut invites qualified suppliers to make a firm offer for the supply and delivery of PVC coated sheets for shelters to UNHCR Lebanon.

Please refer to Annex A – Technical Requirements for full detailed specifications, quantities, delivery terms and delivery location.

It is strongly recommended that this Invitation to Bid document and its annexes should 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 Requirements. (*For Reference*)
Annex B: Technical Offer Form (*for bidder use*).
Annex C: Financial Offer Form (*for bidder use*).
Annex D: Technical Evaluation Form (*for UNHCR use*)
Annex E: Vendor Registration Form
Annex F: UNHCR General Conditions of Contract for the Provision of Goods and Services, July 2018 version
Annex G: UNHCR Code of Conduct.

2.2 ACKNOWLEDGMENT

We would appreciate informing us of the receipt of this ITB by return e-mail to yousfih@unhcr.org and 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 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to Hussam Yousfi, Supply Associate at yousfih@unhcr.org copying eljebbaw@unhcr.org.

The deadline for receipt of questions is 23:59 hrs. local time on 23 JUNE 2021.

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 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 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:

- **Transportation**: the cost must be inclusive of transportation to UNHCR warehouse located in Zouk Mosbeh area.
- **Pre-loading inspection**: the selected supplier must check/inspect all the items before dispatching them to UNHCR warehouse.
- **Rejected items**: all rejected items must be replaced by the supplier at no cost to UNHCR.
- **Change in quantity**: the quantity shown may go up as well as come down.

Your offer shall comprise the following two sets of documents and samples:

- Technical offer (Annex B)
- Financial offer (Annex C)
- **One Sample of quoted PVC coated sheet 50x50 cm** in line with requested specifications stipulated in Annex A. The sample will be inspected by the Technical evaluation committee, to ensure they are in line with requirements. Inspected samples can be collected once evaluation is finalized.

Submission of Samples:

All samples should be handed over to Hussam Yousfi, Supply Associate UNHCR/Supply unit. Samples must bear your official letter head, clearly identifying your company. All samples should be submitted by **09th of July 2021, the same closing date as for your offer.**

- **Sample Delivery place:**
UNHCR Beirut Office
S&K Buildings, Nicolas Ibrahim Sursock St., Jnah, Beirut
P.O. Box 11-7332
Ramlet El Baida, Beirut – Lebanon
- **Bid Reference: ITB/2021/020**

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 offer should clearly state whether or not the goods you are offering are fully conforming to the product specifications given in Annex A. Clearly state and disclose any discrepancies with the specifications given.

I. Sample of quoted product:

Your offer must be accompanied by sample of the quoted product. UNHCR will only consider offers with sample. For more details on submission of sample, please refer to point no. 2.4.

II. Mandatory Requirements (Pre-conditions): Pass/Fail criteria

The following **Six (6) pre-conditions** must be met by the bidder for your offer to be eligible for competition. The following should be submitted:

- Proof that your company was established and been selling PVC quoted sheets for shelter for three (3) or more years from date of submission.
- Proof that your company is registered and licensed by the Government of Lebanon (GoL) to provide such goods/services.
- Duly completed, signed, stamped, and dated vendor registration form (**Annex E**) unless you are already registered with UNHCR in which case you must state your vendor ID number with UNHCR.
- Submit a written confirmation of acceptance of UNHCR general terms and conditions including payment which is within 30 days from the date of receipt of invoices following satisfactory delivery of goods/services.
- Submit a written confirmation of acceptance of UNHCR General Conditions of Contracts for the Provision of Goods and Services (**Annex F**).
- Submit a written confirmation of acceptance of UN Supplier Code of Conduct (**Annex G**).

III. The following details shall also be provided along with your offer:

Technical Offer Form (Annex B): Bidders are required to fill in, sign, stamp and provide response to each point stated in **Annex B**.

Specification documents and data Sheets: Bidders are required to submit any documents showing that specifications of quoted sheets are in line with requirements stipulated in **Annex A**.

Written statement confirms that your company accepts the delivery term (delivered at place-DAP) to UNHCR warehouse in Zouk Mosbeh area and will commit to requested delivery lead time stated in **Annex A**.

2.4.2 Content of the FINANCIAL OFFER

The Financial Offer is to be submitted as per the Financial Offer Form Annex C. Bids that have a different price structure may not be accepted. Offer currency should be submitted in US Dollars only.

Price has 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.

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:

The evaluation will be conducted in 3 stages as follows:

2.5.1 Technical:

- a. First Stage (Preliminary): checking and verification of submitted technical offer by UNHCR Technical Evaluation Committee (TEC). UNHCR's TEC will check the submitted technical offer on the six (6) pre-conditions and mark 'Pass' or 'Fail' against the conditions listed at point no. 2.4.1. (II.) as shown in **Annex D**. Missing documents, if any, will be requested from the vendor(s). Vendor(s) refusing or not being able to provide missing document(s), when requested, will be excluded from further evaluation.
- b. Second Stage: inspection of samples by TEC.
UNHCR nominated TEC will inspect the quality of the samples against the specification listed at **Annex A**, as well as verifying submitted technical data sheets. Offers scoring 'yes' to all verification points, as shown in **Annex D**, will qualify for further evaluation.

Due diligence:

UNHCR may conduct a due diligence/supplier verification exercise if the bidders are not known to UNHCR or have not already worked satisfactorily for UNHCR in the past if the bidders are found to be technically compliant and passed the technical evaluation. Should the findings of the due diligence/supplier verification indicate non-suitability of bidders, the finding of the due diligence/supplier verification report will prevail. UNHCR may not conduct such exercise for those unknown bidders whose offer do not pass.

The due diligence exercise, when needed, will take place following technical evaluation by the Technical Evaluation Committee (TEC) and before commencement of the evaluation of financial proposals.

2.5.2 Financial:

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

2.6 Evaluation of Suppliers:

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.

2.7 SUBMISSION OF BID:

You are kindly invited to submit your offers as indicated below:

The offers should be submitted by email to **LEBBETENDERS@unhcr.org**.

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

- ITB/2021/020
- 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 20 MB;
- c. For big attachment over 20MB 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.

Deadline to submit offers: 09 of July 2021 - 15:00 hrs. local time or earlier.

IMPORTANT:

- The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification.
- Any bid received after this date or sent to another UNHCR email address will be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

LATE SUBMISSION OF BIDS: Bids received after the deadline for submission of bids and bids transmitted in any other manner than those indicated above may not be considered.

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's technical part of the offer has passed and has been accepted by UNHCR as meeting the technical specifications.

2.8 BID ACCEPTANCE:

UNHCR reserves the right to accept the whole or part of your bid.

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.

2.9 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

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

2.10 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES

Please note that the General Conditions of Contracts (**Annex F**) 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.

2.11 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/>

Muntasir Siddig
Senior Supply Officer
UNHCR Beirut, Lebanon

