

DATE: 28th OF JANUARY 2021
REQUEST FOR PROPOSAL (RFP): No. RFP/2021/005

**FOR THE ESTABLISHMENT OF
FRAME AGREEMENT FOR THE PROVISION OF
LOCAL AREA NETWORK (LAN) AND ELECTRICAL CABLING SERVICES FOR TWO YEARS
WITH POSSIBILITY OF EXTENSION FOR ONE YEAR PERIOD**

CLOSING DATE AND TIME: 01st of March 2021 – 12:00 HRS MIDDAY (LOCAL) OR EARLIER

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 seven decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 16,803 people in more than 134 countries continues to help about 70.8 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 proposals from capable and qualified companies/firms, duly registered with the Lebanese government, to make a proposal for the establishment of a frame agreement for the provision of Local Area Network (LAN) and Electrical cabling services (referred to hereinafter as "Goods and Services").

IMPORTANT:

The Terms of Reference is attached at **Annex A** and Specifications of items in **Annex B** to this RFP.

UNHCR may award Frame Agreement(s) with initial duration of 2 (two) years, potentially extendable for a further period of 1 (one) year. The successful bidders will be required to maintain their quoted prices for the duration of the Frame Agreement(s).

Please note that any quantities in the RFP including annexes have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase a minimum quantity of services. Quantities may vary and will depend on the actual requirements and availability of funds.

Other United Nations Agencies, Funds and Programmes shall be entitled to the same prices and terms as those contained in the offers of the successful bidders and could form the basis for a Frame Agreement with other UN Agencies

It is strongly recommended that this Request for Proposal (RFP) and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Sub-Contracting: Please take careful note of article 5 of the attached UNHCR General Conditions of Contract for the Provision of Services, July 2018 version (Annex D).

Note: This document is not to be construed in any way as an offer to contract with your firm.

2. BIDDING INFORMATION:

2.1. RFP DOCUMENTS

The following annexes form integral part of this Request for Proposal:

Annex A: Terms of Reference (ToR);

Annex B: Specifications details and Financial Offer Form;

Annex C: Monthly and Yearly inspection form;

Annex D: UNHCR Vendor Registration Form - June 2018;

Annex E: UNHCR General Conditions - Procurement of Good and Services – July 2018;

Annex F: UNHCR Supplier Code of Conduct – December 2017.

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this Request for Proposals (RFP) by return e-mail to elahmady@unhcr.org copying eljebbaw@unhcr.org as to:

- Your confirmation of receipt of this RFP;
- Whether or not you will be submitting a proposal.

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 RFP by e-mail to Youssef El Ahmad, UNHCR BO Beirut Supply Associate at elahmady@unhcr.org.

THE DEADLINE FOR RECEIPT OF QUESTIONS IS 15th of February 2021 at 23:59 HRS LOCAL TIME. Bidders are requested to keep all questions concise.

UNHCR will compile the questions received and plans 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.

Your proposal shall comprise the following two sets of documents:

- Technical component;
- Financial component.

2.4.1 Statutory Documentation:

Your offer should include the following documents:

- Company registration documents with the Government of Lebanon;
- The firm has been in business for a period of at least three (3) years prior the closing date of this request for proposal;

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.

IMPORTANT:

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any UNHCR staff other than the assigned person and address will result in disqualification of the offer. Please send your bid directly to the address provided in the “Submission of Bid” section 2.8) of this RFP.

2.4.2 Content of the TECHNICAL COMPONENT (60%)

IMPORTANT:

No pricing information should be included in the Technical component. Failure to comply may risk disqualification. The technical offer should contain all information required.

The Terms of Reference (ToR) of the services requested by UNHCR can be found in **Annex A**. The technical component of your proposal should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

a) Description of the firm and the firm’s qualifications

A description of your firm with the following documents:

- Registration certificate and last three audit reports;
- Company profile: Provide an overview of your Company, services and goods offered and its ownership/organizational structure and total number of employees;
- Proof that company has been established and has been providing LAN and Electrical services for at least minimum 3 years
- If multi location company, specify headquarters location;
- Total number of clients in the current portfolio;
- Submit Quality Certificates, if available;
- Any other information that will facilitate our evaluation of your company’s substantive reliability, financial and managerial capacity to provide the services.

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b) General Organization Capability

A description of the Firm’s capability for managing the services requested:

- Including a clear description of how your firm can provide the LAN and cabling services and capacity to manage the services as described in the Terms of Reference (Annex A).

- Supporting documents should describe the companies' structure, capacity and qualifications to provide such services in Lebanon.

c) Relevance of Specialized Knowledge and Experience in similar projects

- Please list current and ongoing contracts that have direct relevance to this requirement.
- Number of similar and successfully completed projects (Please describe the project / beneficiary / value and period if any project with UN agencies or other NGO's kindly specify); please include the primary client contact.;
- Number of similar projects currently underway (Please describe the project / beneficiary / value and period if any project with UN agencies or other NGO's kindly specify), please include the primary client contact
- For all similar projects, the bidder to provide the number of points installed and commissioned, the technologies and medium used in the project, special details should be provided about the electrical work performed.

d) Proposed personnel to carry out the assignment:

- Explain your firm's understanding of the TORs, and the requirement
- Provide a description of your firm's approach, methodology and timeline of how your firm would implement the requested services outlined in the Terms of Reference (Annex A);
- Identify any gaps in the information provided in this Request for Proposal.
- Warranty: please provide information on defects liability period.

e) Management structure and key staff

- Project organigram. Provide the organizational chart that will be put in place to deliver the ad-hoc services required together with a description of the management and key personnel structure.
- Please provide CVs for the Communications Distribution Designer(s) (CDD) and Electrical network expert who will supervise work during all phases of the installation. (A CDD and Electrical Network expert must be on site available to technicians and installers any time work is being performed).

f) Vendor Registration Form: If your company is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor Registration Form attached with this RFP (**Annex G**).

g) UNHCR General Conditions for Provision of Goods and Services: Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Services by signing and submitting as part of your technical offer (**Annex I**).

2.4.3 Content of the FINANCIAL COMPONENT (40%)

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

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

UNHCR is exempt from VAT. 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 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:

2.5.1 Supplier Registration:

The qualified supplier(s) 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.

2.5.2 Technical evaluation:

For the award of this project, UNHCR has established evaluation criteria which govern the selection of proposals received. Evaluation is made on a technical and financial basis. The percentage assigned to each component of the proposal is determined in advance as follows:

The **Technical component** will be compromised of 2 Parts:

a- Statutory Documentation:

- Company registration documents with the Government of Lebanon;
- The firm has been in business for a period of at least five (3) years prior the closing date of this request for proposal;

b- Technical evaluation criteria with a maximum score of 1000:

The technical evaluation will be evaluated using the following criteria and percentage distribution: **60%** from the total score

CRITERIA DESCRIPTION	Possible max.
a) Description of the firm and the firm's qualifications	
b) General Organization Capability	
c) Relevance of Specialized Knowledge and Experience in similar projects	
d) Proposed personnel to carry out the assignment:	
e) Management structure and key staff	
GRAND TOTAL	1000

Remark: The Technical offer score will be calculated according to the percentage distribution for the technical and financial components. (60% - Technical component; 40% - Financial component).

The minimum technical passing score is 600.

2.5.3 Financial Evaluation:

The **Financial component** will use the following percentage distribution: **40%** from the total score.

The maximum number of points will be allotted to the lowest price offer and compared among to those of invited firms. All other price offers will receive points in inverse proportion to the lowest price; e.g., [100 points] x [US\$ lowest] / [US\$ other] = points for other supplier's Price Component.

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.

2.5.4 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 may also not carry out such exercise for those vendors who UNHCR knows well.

2.6 CONTRACT AWARD CRITERIA:

The supplier securing the highest combined score from technical and financial proposal will be awarded the contract.

2.7 SUBMISSION OF BID:

If you are interested in proceeding to finalize a formal, written Agreement under the scope set out above, 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:

- RFP/2021/005
- 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: 01st March 2021 - 12:00 MIDDAY 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.

IMPORTANT:

Any bid received after this date or sent to another UNHCR 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 the test and has been accepted by UNHCR as meeting the technical specifications.

2.9 BID ACCEPTANCE:

UNHCR reserves the right to cancel the RFP, 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.

2.10 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this RFP 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.

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



UNHCR

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

Please note that the General Conditions of Contract for Provision of Services (**Annex G**) 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 conditions of services


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.

2.13 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/>

Muntasir Siddig 
Senior Supply Officer
UNHCR Office – Beirut, Lebanon

