

DATE: 4 JULY 2023

INVITATION TO BID: No. HCR/MYS/SUP/ITB/003/23

**RENTAL OF 400 KVA GENERATOR SET TO UNHCR REPRESENTATION IN
MALAYSIA**

CLOSING DATE AND TIME: 18 JULY 2023 – 15:00 hrs Malaysia 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 six decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 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 environments, 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), Malaysia, invites qualified authorized dealers who are locally registered in Malaysia to make a firm offer for the rental of **400 KVA GENERATOR SET TO UNHCR REPRESENTATION IN MALAYSIA**

IMPORTANT:

Exact technical specifications of the items are detailed in Annex A of this document.

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.

Sub-Contracting: Please take careful note of article 4 of the attached General Terms and Conditions (Annex F).

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: Calendar of Activities

Annex B:	Terms of References
Annex B1:	Technical Specifications
Annex B2:	Technical Data Form
Annex C:	Financial Offer Form
Annex D:	Technical Drawings
Annex E:	Vendor Registration Form
Annex F:	General Terms & Condition for Goods and Services - Jul 2018 (to be signed, stamped and submitted in the technical offer)
Annex G:	UN Suppliers Code of Conduct (to be signed, stamped and submitted in the technical offer)
Annex H:	eTenderBox Registration Guide
Annex I:	eTenderBox Supplier User Manual

2.2 **ACKNOWLEDGMENT**

We would appreciate your informing us of the receipt of this ITB by return e-mail to MLSLUSUP@unhcr.org as to:

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid

IMPORTANT:

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 in respect of this ITB by e-mail to MLSLUSUP@unhcr.org. **The deadline for receipt of questions is 15:00 hrs Malaysia local time on 10th July 2023**

IMPORTANT:

Please note that Bid Submissions are **not** to be sent to the e-mail addresses above. Failure to comply with this provision may result in disqualification.

UNHCR will compile the questions received and plans to respond to questions as soon as possible after the query closing date and reply to the answer to sender's email.

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 and only 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.

The technical details of the products requested by UNHCR can be found in **Annex B, B1 and B2**. Your technical offer should clearly state whether or not the generator set you are offering are fully conforming to the product specifications given. Clearly state and disclose any discrepancies with the specifications given.

Technical Bids will be evaluated on the basis of below criteria:

S. No.	CRITERIA	Pass / Fail
	Stage 1 : Formal Criteria - Mandatory	
1.	Is the contractor registered with Malaysian Government Authorities (attach registration documents - SSM/COI) Mandatory	
2.	Acceptance of General Terms & Condition for Goods and Services - Jul 2018 Mandatory	
	Stage 2 : Desk Review of Technical Documents - Mandatory	
1.	Full compliance to Technical Specifications Requirements stated in Annex B1. Does the Bidders Technical proposal comply with the Technical Specifications requirements in Annex B1? Supplier to sign, stamp and share the signed Annex B2 form	
2.	Minimum of 3 years relevant experience in the supply of similar item Has the bidder submitted proof of experience, at least a minimum number of 2 similar contracts or purchase orders (with total sales revenue of at least MYR500,000 undertaken for the past two (2) years?	
3.	Technical capacity: Qualified technical support staff. Has the bidder submitted the CVs and copies of certificates for the qualified technical support staff?	
4.	Provision of 1 year defect and liability warranty period from the date of delivery goods. Has the bidder accepted to provide a one-year defects liability warranty period after the delivery of the required goods to the listed delivery locations?	
5.	Goods ready for shipment period (UNHCR required period of making goods ready for shipment is a maximum 90 days to 120 days after UNHCR places	

	a Purchase Order) Has the bidder accepted to make ready the goods for Shipment within the UNHCR maximum delivery period 90 to 120 days?	
--	---	--

Incoterms: The International Chamber of Commerce Incoterms 2010 shall apply for this ITB and for any resulting purchase orders(s).

Certificate of Registration: The bidder shall provide a valid copy of the company's certificate of registration issued by the appropriate authority in Malaysia.

Certificate: If available, the bidder shall submit a copy of internationally recognized quality certificate of the manufacturing company together with a copy of quality certificate for the finished product.

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 (**Annex E**).

If your company is already registered with UNHCR, please submit an empty Vendor Registration Form clearly indicating your UNHCR Vendor ID.

UNHCR General Conditions for Provision of Goods and Services: Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods and Services by signing **Annex F**.

Please note that submitting an offer is deemed as acceptance of UNHCR's General Conditions for Provision of Goods and Services.

2.4.2 **Content of the FINANCIAL OFFER**

Your separate Financial Offer must contain an overall offer in a single currency of MYR (Malaysian Ringgit).

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

Signed, stamped and completed Financial Offer Form. Your financial offer must be in a single currency and overall offer in Malaysian Ringgit (MYR)

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.

The following details shall be provided for each item:

Unit costs: The bidder shall quote the unit price on DAP (Delivery at Place) at the location specified in Annex-C (Financial Offer Form).

UNHCR is exempt from all direct taxes and customs duties. With this regard, price has to be given without VAT. Please quote VAT/SST on a separate line as detailed in Annex B for reimbursement purposes.

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'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. Any activity undertaken or expenses incurred in preparation of a contract before an actual contract is signed shall be borne by the Bidder. An advance notice or information of award is not to be considered as a contract.

UNHCR will not provide any advance payments or payments by letter of credit. The standard payment terms are by bank transfer net thirty (30) days after acceptance of contractor's invoice and delivery of the goods to the and/or acceptance by UNHCR of the services.

2.5 BID EVALUATION:

Each proposal from a Bidder will be considered separately and independently. Bidders shall submit a complete proposal for each solicitation in which they wish to participate. References to previous or on-going proposals will be not considered. Award of a previous contract with UNHCR will not be considered in itself as a preference or guarantee for the award of future solicitations on the same subject.

2.5.1 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.
- Lead time for delivery

2.5.2 Technical evaluation:

The technical component of the submission will be evaluated **based on the requirements from Annex B1**

2.5.3 Financial evaluation:

The financial component will be analyzed only for those suppliers that pass the technical evaluation

All bids from pre-qualified suppliers will be evaluated based on:

- Compliance with the established UNHCR specifications
- Availability of all required documents
- Unit cost DAP
- Delivery capacity
- Core business of the company
- Past experiences

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.

2.6 SUBMISSION OF BID:

Bids should be submitted by file upload to eTenderBox, the online bid registration tool of UNHCR. The eTenderBox can be accessed via the following URL:

<http://etenderbox.unhcr.org>

In order to use eTenderBox, registration on the website is required. This registration is exclusively for eTenderBox and does not replace any other registration with UNHCR. You are strongly proposed to refer to Annex H and Annex I for detailed information with regards to eTenderbox.

A supplier should have only one registered email account in the system. The supplier must use only that eTenderBox account for managing its offers to UNHCR.

In case the password is forgotten that account cannot be used anymore, and new registration is required. The eTenderBox Registration Guide and Use Manual are available at the above URL and provided as annexes to this ITB

IMPORTANT:

The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification.

Allowed extension for files to upload are .doc, .docx, .xls, .xlsx, .rtf, .png, .jpg, .jpeg, .pdf, .txt, .zip, .ppt, .pptx, .mbp, .rar, .gif, .tif and .tiff. Executable files (.exe, .bat, .cmd, etc.) should not be uploaded. The maximum size limit per file is 10MB.

Uploaded files can be amended by the Supplier while the tender is open. The selected files for upload are submitted when the 'Save & Submit' button is clicked on. Therefore, this button must be clicked before the deadline expires. If done so, the selected files will be submitted and uploaded successfully even if the deadline expires during the file upload. It is the Supplier's responsibility to ensure that all files of the final offer are submitted by the tender expiration deadline.

Once the deadline for submission is expired, the bid will be automatically closed after which the uploaded files can be reviewed but options for additional upload and deletion of previously uploaded files are not available anymore. To ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline

Deadline: 18 JULY 2023 – 15:00 hrs Malaysia 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.

Should you have any technical queries / issues regarding eTenderBox, please check the FAQ section of the Supplier User Manual (also available in the application) as it may provide the answer / solution to your query. In case you did not find the answer you are looking for, please send an email to the following helpdesk email address: rbapsupply@unhcr.org. Also, in order to minimize any issues during the submission of your offer in eTenderBox, please carefully read and adhere to the instructions on offer submission (allowed file extensions, size limit per file).

2.7 BID ACCEPTANCE:

UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial awards.

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 with 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.

2.9 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.


Signature
Muhammad Athmir Abdul Ghani
Senior Supply Associate
UNHCR Representation in Malaysia



- 003 -