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

DATE: 10/06/2021

INVITATION TO BID: No. SOQ/ITB/21/003

FOR THE PROVISION AND INSTALLATION OF 400KVA GENERATOR FOR FATIMA JINNAH CHEST AND GENERAL HOSPITAL AT QUETTA - BALOCHISTAN
CLOSING DATE AND TIME: 10/07/2021 – 23:59 hrs PST

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 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) Office in Pakistan invites qualified suppliers and manufacturers to make a firm offer for **the Provision of 400 KVA Diesel Generator in Quetta, – Balochistan.**

IMPORTANT:
Exact technical specifications of required item are detailed in Annex B of this document. The List of product feature along with their specifications and are given in Annex B.

The estimated quantities/requirement of UNHCR for each item are also specified in **Annex B**.

Please note that figures 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 require the totality of the above quantity. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders.

Other United Nations Agencies, Funds and Programmes shall also be entitled to the same prices and terms as those contained in the offers of the successful bidders within validity period or the successful bidder upon inquiry may extend the validity period and could form the basis for a Purchase Order with other UN Agencies.

It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures laid out herein may result in disqualification from the evaluation process.

QUALITY CONTROL THROUGHOUT THE CONTRACT PERIOD:

UNHCR will carry random quality inspections, including specific selected criteria for laboratory test to products or items selected by UNHCR or by an independent surveyor appointed by UNHCR from samples selected during production, upon departure, loading, unloading, arrival to destination or from any storage location. The cost of the quality control inspections and laboratory tests will be covered by UNHCR.

In cases of supplier's quality default, in addition to the good's PO penalty clauses, the inspection and laboratory cost will be charged to the supplier.

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

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: Technical Specifications / Requirements

Annex B1: Technical Offer Form *(bidder must fill/complete the form and submit in technical offer email) (PART-A & PART-B)*

Annex C: Financial Offer Form *(bidder must fill/complete the form and submit in a separate financial offerl)*

Annex D: Vendor Registration Form *(if not yet registered with UNHCR, the bidder must fill/complete the form and submit signed/stamped copy in technical offer email)*

Annex E: UNHCR General Conditions of Contracts for the Provision of Goods & Services – *2018* *(bidder must submit signed/stamped copy in technical offer email)*

Annex F: UN Suppliers Code of Conduct – *2018* *(bidder must submit signed/stamped copy in technical offer email)*

Annex G: eTenderBox Registration Guide

Annex H: eTenderBox Supplier User Manual

2.2 ACKNOWLEDGMENT

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

- Your confirmation of receipt of this invitation to bid;
- Whether or not you will be submitting a bid;
- The source where you have acquired this tender document (e.g. E-Mail, Chamber of Commerce, UNGM website, printed media etc.).

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

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to pakqurfq@unhcr.org **The deadline for receipt of questions is 17:00 hrs PST on 23rd June 2021.**

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 all questions / queries received and reply to the questions received as soon as possible by means of posting Q & A sheet on its website https://unhcrpk.org **OR** by email to all bidders.

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.**

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

The technical offer shall include the information requested in the Technical Offer Form. Please clearly state if your offered goods conform to the UNHCR technical specifications and requirements using **Annex B1 – Technical Offer Form**. Please fill out Annex B1 (Part A & B) with complete information regarding your offer for respective item(s), and it is **mandatory** to provide pictures/brochures of the offered item(s) to enable the technical evaluation committee to

evaluate your technical offers correctly. Failure to provide filled/complete Annex B1 in your technical offer would lead to **"technical disqualification".**

The following details which comprise part of the Eligibility and Qualification Criteria should be provided in the Technical Part of your Offer.

Registration of Firm: The prospective bidder should be preferably a company/firm having physical/legal presence in Pakistan, and shall provide copies of registration documents, like valid certificate of registration of the business, Articles of Incorporation etc. The core business must be in line with the manufacturing/supply of items as mentioned in Annex-B.

Company Profile: The bidder shall provide complete company profile including description of the company and the company's qualifications (contract capacity): A description of your company with the following information: (Relevant documents must be signed/stamped where applicable).

i. Year founded and type of firm (e.g. Manufacturer, Distributor, Reseller);
ii. Number of years of experience in supply of similar products/service;
iii. If multi location company, specify locations of presence in the Pakistan.
iv. Number of institutions the company has supplied same goods/services to. Please, provide contact details of such institutions. UNHCR at its sole option may decide to conduct reference checks of the quality of the products/service and level of after sales services provided by the bidder.

Financial Capacity: Your offer should include bank statements or audited financial statements for last year showing an annual turnover amount of at least USD 30,000 - USD 70,000 or equivalent in local currency. Transactions to be considered in the bank statement must be before the issue date of this tender.

Experience of Firm: The bidder shall show proof of a minimum of 2 years' experience in the manufacture/supply of similar items by submitting at least 2 contracts, work orders, POs or reference letters. All documents must be credible with letter heads and/or stamps of issuing organizations.

Earnest Money/Bid Security: During the bid evaluation process UNHCR may separately request bidder(s) to provide bid security of PKR 100,` *(if applying for single lot)* OR PKR 300,000 *(if applying for multiple lots)* in the form of a Demand Draft / Pay Order / Call Deposit from a bank with a minimum credit rating of "A". Bidders are therefore **not required** to submit bid security with their offers. However, bidders must clearly state in "Annex B1 – Technical Offer Form" their **acceptance** to provide bid security if requested by UNHCR separately at any later stage of the procurement process.

Incoterms: The International Chamber of Commerce Incoterms 2010 shall apply for this ITB and for any resulting purchase orders(s). It shall be DAP - Delivered at Place, at mentioned location(s) as indicated in Annex B – Technical Specifications annexed to this ITB. Potential supplier shall be responsible and shall cover all risks up to delivery location mentioned in Annex B.

Installation and Commissioning: Potential supplier shall be responsible for the delivery, installation, and commissioning of the equipment items at respective delivery location(s) (if needed).

Packaging of the goods: The technical offer shall clearly indicate the packaging of various items in compliance with highest standards of packaging for the type and quantities of each item. The packing shall mark the Purchase Order number and any other identification information provided by UNHCR (as per serial numbers in Annex-B) as well as such other information as is necessary for the correct handling and safe delivery of the goods.

Delivery Capacity: The bidder shall state the mobilization time, ex-stock quantity outside or within Pakistan and quantities available after one and two weeks of production lead time. Bidder

must be able to deliver within 30-45 calendar days of issuance of the purchase order by UNHCR. The maximum delivery lead time of 45 calendar days shall include the peroid for obtaining of the GST exemption certificate (UNHCR shall take charge, if needed).

Inspection: Pre-delivery inspection of goods will be applicable and will be advised at the time of purchase. The inspection will be arranged and paid for by UNHCR. Please note that inspection charges resulting from the supplier's default will be charged directly to the supplier. UNHCR shall also have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to the required specifications; payment for goods pursuant to the Purchase Order shall not be deemed an acceptance of the goods.

Place of Inspection: The bidder shall state the place of pre-delivery inspection (City, district), either at manufacturing or storage site.

Warranty: The bid shall include defects and liability period with terms of warranty. For each item, clearly mention in Annex B1 – Technical Offer Form.

Quality Certification: The bidder shall submit a copy of the internationally recognized or equivalent quality certificate of the manufacturing company togther with a copy of quality certificate of the finished product where applicable or submit the quality assurance with acceptance that UNHCR may reject the items of poor quality.

Vendor Registration Form: If your company has not been registered yet with UNHCR or has not received a valid Purchase Order for the past two (2) years, you should complete, sign and submit with your technical offer the Vendor Registration Form (Annex D).

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

UN Supplier's Code of Conduct: Your technical offer should contain your acknowledgement for adherence of the UN Supplier's code of conduct by signing **Annex F.**

Alternative Products: If you have an alternative product(s) that fulfill the same function or offer better performance in terms of quality, cost-effectiveness, environmental impact, etc., we would like to ask you to include them in your offer in addition to the offer for items specified in Annex B.

Please note, that if these alternative products are deemed as viable alternative to the existing product pending an evaluation from our technical experts, we will be issuing a separate tender notice for purposes of establishing agreements for those.

IMPORTANT:
If you have alternative product to offer, please clearly indicate the advantages over the standard items (**Annex B**). Do not send only an offer for an alternative product, i.e. these should be sent in addition to an offer for the standard items requested. Do not send any samples of the products at this stage.

2.4.2 Content of the FINANCIAL OFFER

Your **separate** Financial Offer is to be submitted as per the Financial Offer Form (**Annex C)** and must contain an overall offer for each interested lot in PKR.

The following details shall be provided for each item*:*

Unit costs: Your quote shall have:

i. The unit price must be inclusive of all charges including transportation up to the delivery addresses, i.e. *(i) Fatima Jinnah Chest and General Hospital at Quetta;*

ii. If the total price of a product differs from the stated total price at any line item in Annex-C, the unit price shall prevail. If the sum of total prices of all line items differ from the overall total price stated by the bidder, the line item total prices shall prevail.

UNHCR is exempt from all direct taxes and customs duties. Since UNHCR is undertaking local procurement, therefore, price has to be given without VAT/GST. If requested by the successful bidder, UNHCR shall obtain from authorities GST exemption, upon provision of all required documents by bidder.

You are requested to hold your offer valid for **180** calendar days from the deadline for submission. UNHCR will make its best effort to select a company within this period. In exceptional circumstances, prior to the expiration of the Bid validity period, UNHCR may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.

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 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

The administrative component of the submission will be assessed using the below criteria. This component of the submission will be reviewed by the technical evaluation committee together with the technical component of the submission. Therefore, the bidders shall include in their technical offer enough relevant documents to satisfy the below administrative criteria.

Sr.	Administrative Eligibility	Yes / No
1.	UNHCR general conditions for the provision of goods & services acknowledged (signed) and submitted?	Yes / No
2.	UN Suppliers Code of Conduct acknowledged (signed) and submitted?	Yes / No
3.	Has the bidder provided signed/stamped Vendor Registration Form with details of their company?	Yes / No

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 using the criteria **PASS or FAIL by using the below criteria and based on the requirements from Annex B.**

Sr.	Technical Criteria	Pass / Fail
1.	Offered specifications for interested lot(s)/items conform to required specifications spelled out in Annex-B.	Pass / Fail
2.	Acceptable delivery lead time. Maximum 90 calendar days upon issuance of Purchase order.	Pass / Fail
3.	Defects and liability period with terms of warranty for offered/interested lot(s)/items mentioned and acceptable. Minimum 1-year warranty.	Pass / Fail
4.	Financial capacity; bank statement or audited financial statement for the last year with a minimum annual turnover amount of USD 30,000 - USD 70,000 or equivalent in local currency submitted?	Pass / Fail

2.5.3 Financial evaluation:

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

- Compliance with the established UNHCR specifications,
- Unit cost DAP
- Lead Time
- Delivery capacity

For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

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, labour, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative.

2.6 SUBMISSION OF BID:

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.

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

atthe above URL and provided as annexes to this RFP.

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: 10-July-2021, 23:59 hrs PST

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.

It is supplier's responsibility to verify that documents and correspondence have been submitted properly before the deadline.

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.

2.7 BID ACCEPTANCE:

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

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 PKR currency. Payment will be made in accordance to the General Conditions for the Purchase of Goods & Services 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 E**) 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.

Prosper Dunia Mumanya
Senior Supply Officer
UNHCR Pakistan