

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés**INVITATION TO BID: No. ITB/COK/021/2021****SUPPLY & DELIVERY OF TOILET AND LAUNDRY SOAP TO
UNHCR WAREHOUSE IN KABUL UNDER A TWO + ONE YEAR FRAME AGREEMENT****CLOSING DATE AND TIME: 08 JULY 2021, 16:00 HRS (LOCAL TIME)****DATE: 17 Jun 2021**

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 10,750 people in more than 128 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) in Kabul invites qualified suppliers duly registered with the Government of Afghanistan to make a firm offer for the establishment of Frame Agreement(s) for the supply and delivery of **toilet and laundry soap as per the attached Annex A** (referred to hereinafter as **goods**).

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

The estimated annual requirement of UNHCR is indicated in the attached **Annex A**. 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 purchase the above quantity. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Frame Agreement.

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

IMPORTANT INFORMATION:

It is strongly recommended that this Invitation to Bid (ITB) document and its annexes 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 an integral part of this Invitation to Bid:

Annex A:	Financial Offer Form
Annex B:	Vendor Registration Form
Annex C:	UNHCR General Conditions of Contracts for the Provision of Goods and Services
Annex D:	Supplier Code of Conduct
Annex E:	eTender Box Registration Guide
Annex F:	eTender Box Supplier User Manual

2.2 ACKNOWLEDGMENT

We would appreciate you informing us of the following on this ITB by return e-mail to the Supply Chain Unit at afgkascu@unhcr.org.

- Your confirmation of receipt of this ITB
- Whether or not you will be submitting an offer

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to the following address:

- afgkascu@unhcr.org

The deadline for receipt of questions is Sunday, 27 Jun 2021

IMPORTANT:

Do not send bids to the above email addresses. Only Queries and questions on this ITB can be sent to the above address.

UNHCR will compile the questions received. 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.

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

- Technical offer
- Financial offer

2.4.1 Content of the Technical Offer

Please include the following as part in your technical offer:

- Duly completed vendor registration form – only if you are not already registered with UNHCR.
- Confirmation letter that the goods/services you are offering meet technical requirement stated in Annex B.
- Supplier profile and a valid copy of your business license

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

The following details shall also be provided in the Technical Offer.

Certificate: If available, the bidder shall submit a copy of quality certificate for the finished product or laboratory test.

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 Service by signing/stamping **ANNEX C**.

2.4.2 Content of the Financial Offer

Your separate financial Offer must contain an overall offer in a single currency and is to be submitted as per the **Financial Offer Form (Annex A)**. Bids that have a different price structure may not be accepted.

The following details shall be provided for each item:

Unit costs, including delivery to UNHCR Office in Kabul to be clearly listed in the Financial Offer form.

Total Costs: To be clearly listed in the Financial Offer.

Delivery Capacity: To be clearly identified in the financial Offer form.

Your prices offered for both types of the soaps must remain unchanged for the duration of the Frame Agreement (2 + 1 years).

UNHCR is exempt from all direct taxes and customs duties. With this regard, price has to be given without VAT. Any types of tax that may be imposed by the government on the services, should be dealt with by the bidder.

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.

Validity: **You are requested to hold your offer valid for a period of 60 days from the deadline for Price submission.** UNHCR will make its best effort to select a firm within this period.

3. BID EVALUATION:

The offers from all bidders will be evaluated on the basis of a Pass/Fail criteria, focusing on the documents requested under para. 2.4.1 (contents of the technical offer) including a physical sample evaluation. **Please provide a sample of each type.**

Failure to submit the requested documents and samples of the soaps will result into disqualification of your offer.

Selection Criteria: Technically compliant offer from qualified and competent supplier at the lowest cost to UNHCR meeting UNHCR specifications, quality and time.

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 Contractors to sign up with the UN Global Compact Initiative.

4. 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.

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.

5. SUBMISSION OF BID:

Bids should be submitted by file upload to eTenderBox Portal, 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 User Manual is available at the above URL and provided as annexes to this RFP.

IMPORTANT:

The technical offer and financial offer are to be sent in separate documents attachments. 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. However, we strongly encourage the use of PDF format for

ease of accessing your submissions. 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 expiry 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: 08/07/2021

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.

6. BID ACCEPTANCE:

UNHCR reserves the right to accept or reject the whole or part of your offer without having to assign a reason whatsoever and will not be obliged to accept 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.

7. CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this ITB will be made in AFN. Payment will be made in accordance to the General Conditions for the Purchase of Goods and services in the currency of the PO. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

8. UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES

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

9. ZERO TOLERANCE POLICY.

Please note that UNHCR strictly follows zero tolerance policy and as such, advises its suppliers not to offering gift, favour, hospitality, and commission etc. to UNHCR staff. Any suppliers found to be offering gifts, favour, hospitality, and commission etc. to UNHCR staff will be placed on United Nations sanction list and UNHCR will not do business with them anymore.

Isaac Mohammed



Senior Supply Officer
UNHCR Country Office
Kabul, Afghanistan

