

**UNHCR**United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés**DATE: 12/10/2021****INVITATION TO BID: No. ITB/2021/7****FOR PREMISE REMODELING SERVICE IN A HOSPITAL IN A CENTRAL DISTRICT OF  
CAIRO****CLOSING DATE AND TIME: 12/11/2021 – 23:59 hrs TIME IN CAIRO**

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**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), Representation in Egypt, invites qualified suppliers to make a firm offer for remodeling service in hospital in one of Cairo's central districts.

**IMPORTANT:**

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

UNHCR may award a contract(s) for undertaking the project described in Annex A & 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 against the contract.

**IMPORTANT:**

The initiation of conciliation or arbitral proceedings in accordance with **article 19** "settlement of disputes" of the UNHCR General Conditions of Contracts for Civil Works shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

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 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:	Clinic plan I, II, III
Annex B:	Bill of quantities
Annex C:	Vendor Registration Form
Annex D:	UN Supplier Code of Conduct
Annex E:	General Conditions of Contracts for Civil Works
Annex F:	eTenderBox Registration Manual & Supplier User Manual
Annex G:	Confirmation on vendor sanction lists

### **2.2 ACKNOWLEDGMENT**

We would appreciate your informing us of the receipt of this ITB by return e-mail to [ARECASUP@unhcr.org](mailto:ARECASUP@unhcr.org) as to:

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

#### **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 [ARECASUP@unhcr.org](mailto:ARECASUP@unhcr.org). **The deadline for receipt of questions is 23:59 hrs time in Cairo on 30/10/2021.**

#### **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 reply to the questions received as soon as possible by means of publication on its website or by email to all invited bidders.

UNHCR will organize a supplier **pre-bid conference and site visit**. A maximum of two representatives per company is allowed. Names and contact details of the company's representatives must be provided in advance until 30 October, by e-mail to [ARECASUP@unhcr.org](mailto:ARECASUP@unhcr.org). UNHCR will share by e-mail the date, time and location of the visit and the meeting to bidders who express their interest to participate by COB on 31 October 2021.

Participation to the pre-tender conference shall be at the bidders' own expenses. There will

be no reimbursement from UNHCR.

Participation to the pre-tender conference is **strongly recommended given the complexity of the requirements**. However, after the supplier conference, a Questions & Answers document will be prepared and posted on the UNHCR website or distributed by email to all invited 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 service required by UNHCR can be found in **Annex A**.

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 following details shall also be provided in the Technical Offer.

**Warranty:** The bid shall include defects and liability period with terms of warranty.

**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 C**).

**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 Civil Works:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Civil Works by signing **Annex E**.

**Please note that submitting an offer is deemed as acceptance of UNHCR's General Conditions for Civil Works and the UN Supplier Code of Conduct.**

## 2.4.2 **Content of the FINANCIAL OFFER**

Your separate **Financial offer** must contain an overall offer in a single currency, either in US Dollars, Euros or in the currency of your company's country.

### **IMPORTANT:**

Please carefully consider the pricing model applicable to this invitation tender.

The Financial offer is to be submitted by completing the bill of quantities (**Annex B**). Bids that have a different price structure may not be accepted.

Price has to be given without VAT.

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. The pricing model quoted in the Supplier's offer will remain valid for the duration of the Frame Agreement. 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.

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 exact same structure as outlined in Annex B, and based on the requirements from Annex A.**

<b>Requirement</b>
Copy of business license in Egypt
Copy of TAX card
Audit reports or financial statements for 2018, 2019 and 2020
Copy of registration certificate with the Contractors Union

Copy of registration trade certificate
Copy of grade certificate
Organizational structure and organization chart
CVs of key company staff and proposed team leader/project manager - Team leader assigned to manage UNHCR projects should have at least 10 years of experience
Technical team structure including skilled labor with CVs
List of equipment proposed for the project
Gantt chart
Catalogues & data sheets
Evidence of satisfactory performance/successful completion of 5 projects in the past 3 years - reference letters for example
List of notable national or international corporate clients in the last 3 years with, project values and contact information
Statement on safety and incident prevention
Confirmation on non-inclusion in vendor sanction lists
Completion & signature of the Vendor Registration Form
Letter from the bank confirming account information in the Vendor Registration Form

### 2.5.3 Financial evaluation:

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

**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:

The offers must bear your official letter head, clearly identifying your company.

Bids should be submitted over the [etenderbox.unhcr.org](https://etenderbox.unhcr.org) platform and all attachments should be in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.).

The Technical and Financial offers shall be clearly separated.

Please follow the instructions in Annex F to effectively use the portal.

### **IMPORTANT:**

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

**Deadline: 12/11/2021, 23:59 hrs time in Cairo.**

### **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 your responsibility to verify that all e-mails/documents have been received 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, 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 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.

**2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR CIVIL WORKS**

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.



Signature  
Andre Lukovics  
Supply Officer

UNHCR Representation in Egypt