



UNHCR

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

DATE: 15/05/2022

INVITATION TO BID: No. CAI/ITB/002/2022

**FOR THE ESTABLISHMENT
OF FRAME AGREEMENTS FOR PRINTING SERVICES FOR UNHCR IN EGYPT**

CLOSING DATE AND TIME: Deadline extended to 30/06/2022 – 23:59 hrs Cairo 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 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), Cairo, invites qualified service providers to make a firm offer for the establishment of Frame Agreement(s) for the provision of printing services.

IMPORTANT:

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

UNHCR may award Frame Agreement(s) with initial duration of two (2) year, potentially extendable for a further period of 1 (one) year, for providing its operation in Egypt with printing services. The successful vendor(s) will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

The estimated UNHCR average per month is approximate of USD 10.000 plus or minus scattered among different units. 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 s and could form the basis for a Frame Agreement with other UN Agencies.

IMPORTANT:

When a Frame Agreement is awarded, either party can terminate the agreement only upon 30 days notice, in writing to the other party.

The initiation of conciliation or arbitral proceedings in accordance with **article 19** “settlement of disputes” of the UNHCR General Conditions of Contracts for the provision of Goods and Services 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 outlined 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 an integral part of this Invitation to Bid:

- Annex A: Terms of References (ToR) & Scope of Works
- Annex B: Financial Offer Form
- Annex C: UNHCR Vendor Form
- Annex D: UNHCR General Conditions of Contracts for the Provision of Goods and Services – 2018
- Annex D: UNHCR Supplier Code of conduct
- Annex E : eTenderBox Registration Guide & eTenderBox Supplier User Manual

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to arecasup@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 or any question in respect of this ITB by e-mail to arecasup@unhcr.org with the subject line: *Clarification request on ITB002/2022 for Printing services. The deadline for receipt of questions is 23:59 hrs time in Cairo on 30/05/2022.* Bidders are requested to keep all questions concise.

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 an e-mail addressed to all the vendors concerned and will be published at UNHCR Egypt's website

2.4 YOUR OFFER

Your offer shall be prepared in English or Arabic. Preferred in English language.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats maybe 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 A**.

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

The following details with relevant supporting documentation shall also be provided in the Technical Offer Form (**Annex A**)

Company Structure and Experience: Pass/fail criteria

- Ability to provide registration documents that the company is legally constituted in Egypt, including company size and brochure of the company.
- Minimum 3 years of experience in the market providing printing services.
- Provision of clientele list with a minimum of 4 references.
- Ability to designate two (2) experienced staff members to handle all UNHCR requests for printing and provide their contact details: telephone number and email address
- Minimum 2 (two) references of previous work with multinational companies, international institutions or similar multinational organizations
- Provision of samples as per indicated in this tender document in 2.6 page 5.
- Provision of a minimum of two (2) samples of previous printing works of acceptable quality, and relevance for similar organizations or companies.

- Ability to provide quality assurance and warranty of the printing works.

2.4.2 Content of the FINANCIAL OFFER

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

IMPORTANT:

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

The prices offered should remain valid for the duration of the Frame Agreement contract.

The Financial offer is to be submitted as per the Financial Offer Form (Annex B). Bids that have a different price structure may not be accepted.

The following details shall be provided:

- **Unit costs:** The quotation should indicate the cost of charges per PRINTING SERVICES as stated in the Financial Form provided in Annex B

UNHCR is not exempt from all direct taxes and customs duties. With this regards, price has to be given with VAT as described in Annex B financial form.

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 the suitability based on the submitted Vendor Registration Form and supporting documents. The 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 – Section F – Evaluation of offers. Bidder is responsible to submit all relevant documentation that would allow the technical committee to evaluate his offer against those criteria.**

2.5.3 Financial evaluation:

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

For evaluation purposes only, the offers submitted in currency other than the Egyptian Pound will be converted 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:

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

Bids should be submitted via the <https://etenderbox.unhcr.org/> as described in Annex G 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.

Samples to be submitted:

- **Desk Calendar**
- **Wall Calendar**
- **Notebook**
- **Pens A type**
- **Mug**
- **USB**

IMPORTANT:

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

Deadline; Deadline extended to 30/06/2022 – 23:59 hrs Cairo 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 pre-qualified vendors simultaneously.

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 pre-qualified vendor 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.

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 Services.

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 THE PROVISION OF GOODS AND SERVICES

Please note that the General Conditions of Contracts (**Annex D**) will be strictly adhered to for the purpose of any future contract. The Pre-qualified vendor must confirm the acceptance of these terms and conditions in writing.

Signature
Ahmed Dahab
Senior Supply Associate
Supply Unit
UNHCR Egypt