INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees 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 10,966 people in more than 128 countries continues to help about 65.6 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 and www.unhcr.org

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), invites qualified suppliers and authorized dealers to make a firm offer for the supply of dimming outdoor LED lights and Smart Features to all UNHCR's operating locations across Jordan (locations are listed in Annex C - Financial Offer Form) for the establishment of Frame Agreement two (2) years, extendable for another one (1) year.

The estimated quantities of the LED Lights to be purchased over the period of three (3) years are as follows:

<table>
<thead>
<tr>
<th>LOT 1</th>
<th>Item</th>
<th>Estimated Quantity</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>LED Street Lighting fixture - 15 Watts</td>
<td>100 Pcs</td>
</tr>
<tr>
<td></td>
<td>LED Street Lighting fixture - 30 Watts</td>
<td>1000 Pcs</td>
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<tr>
<td></td>
<td>LED Street Lighting fixture - 70 Watts</td>
<td>300 Pcs</td>
</tr>
<tr>
<td></td>
<td>LED Street Lighting fixture - 90 Watts</td>
<td>300 Pcs</td>
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<tr>
<td></td>
<td>LED Street Lighting fixture - 110 Watts</td>
<td>600 Pcs</td>
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And smart LED Lighting Fixtures and accessories as follows:

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<thead>
<tr>
<th>LOT 2</th>
<th>Item</th>
<th>Estimated Quantity</th>
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<tbody>
<tr>
<td></td>
<td>LED Street Lighting Fixture (15 Watts) + Zhagha Socket installed</td>
<td>100 Pcs</td>
</tr>
<tr>
<td>LED Street Lighting Fixture (30 Watts) + Zhagha Socket installed</td>
<td>1000 Pcs</td>
<td></td>
</tr>
<tr>
<td>LED Street Lighting Fixture (70 Watts) + Zhagha Socket installed</td>
<td>300 Pcs</td>
<td></td>
</tr>
<tr>
<td>LED Street Lighting Fixture (90 Watts) + Zhagha Socket installed</td>
<td>300 Pcs</td>
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</tr>
<tr>
<td>LED Street Lighting Fixture (110 Watts) + Zhagha Socket installed</td>
<td>600 Pcs</td>
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<tr>
<td>Intelligent Street Light Controller</td>
<td>2300 Pcs</td>
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<tr>
<td>Integrated Controller-device Gateway into the Portal</td>
<td>200 Pcs</td>
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<tr>
<td>Access to the Cloud/ Portal</td>
<td>1 Subscription</td>
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<td>Access to the Geographic Information Systems (GIS)</td>
<td>1 Subscription</td>
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<tr>
<td>Software web application</td>
<td>1 Subscription</td>
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**IMPORTANT:**
The technical specifications of the item are detailed in Annex A1 for LED Lights and Annex A2 for the Smart Features of this document.

Bidders may submit their bids for either one or two lots as stipulated above.

The successful bidders will be requested to maintain their quoted price model for the entire duration of the contract.

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

Please take careful note of article 5 (Subcontracting), 15 (Termination) and 18 (Settlement of Disputes) 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 A2: Technical Specifications for Smart Features
- Annex B: Technical Offer Form
- Annex C: Financial Offer Form
- Annex D: Vendor Registration Form
- Annex E: UNHCR General Conditions of Contracts for the Provision of Goods and services
- Annex F: UNHCR Supplier Code of Conduct

2.2 **ACKNOWLEDGMENT**

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

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

2.3 **REQUESTS FOR CLARIFICATION AND SITE VISIT**
Bidders are required to submit any request for clarification or any question in respect of this
RFP by e-mail to Joransup@unhcr.org, the deadline for receipt of questions is on 6th April
2020 at 16:00 hrs. Amman Local Time.

**IMPORTANT:** Please note that Bid Submissions are NOT to be sent to the e-mail address
above, they will ONLY be excepted when sent to the address provided in the “Submission of
Bid” section 2.6 of this ITB.

UNHCR will compile the questions received and will respond to all bidders participating in the
tender competition, shortly after the query deadline.

In addition, UNHCR is organizing a **site visit** to Zaatari Camp and strongly recommends all
interested bidders to participate. The site visit will be held on **Sunday, 5th April 2020.**

The assembly time at the main gate will be at 9:30 am. UNHCR will be responsible for the
transportation of the visitors inside the camp, no entry allowed after 9:45.

Please Submit the below documents 72 hours prior to the site visit to get the entry permission
to the camp. The deadline for submission of these documents is **31st March 2020 at 16:00 hrs:**

- Valid vehicle license; and
- National ID.

The documents must be submitted to: joudeh@unhcr.org and CC: almomani@unhcr.org

**2.4 YOUR OFFER:**

Your offer should 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 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

Both the above offers must be enclosed in separate envelopes or emails attachments.

**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 requested items can be found in **Annex A1 and Annex A2.**

Your technical offer should clearly state whether or not the goods you are offering are fully
conforming to the given product specifications. Clearly state and disclose any discrepancies
with the specifications given. Please fill Annex B - Technical Offer Form and provide any required additional information.

**Submission of SAMPLES:**

As part of your offer you are requested to send - free of charge - one (1) sample of each type of LED Lights offered and one sample for each of the smart accessories (maximum two (2) samples per type/requested item), with the ITB reference number and the company's name clearly mentioned on the sample. The sample should be submitted based on the technical specifications outlines in Annex A1 and Annex A2 of this document.

Sample has to be sent to the following address:

**UNHCR BO Amman**  
Attn: Supply Unit - Ms. Tala Al Momani  
Wasfi Al Tal Street Corner, Musa George Fram Street  
Opposite to Paradise Bakery  
Amman, Jordan

Failure to provide the requested sample by the deadline will result in disqualification of the offer.

Samples will form an integral part of the frame agreement to be established. No discrepancy between the samples and the delivered items shall be accepted during the implementation of the contract.

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

1. **Description of the company's profile and qualifications:**

   The service provider must describe and explain how they can deliver the requirements of UNHCR by providing the following information:

   - Core business, year founded, qualifications, and number of clients.
   - Submission of a copy of the valid business commercial company registration certificate and valid profession license.  
     **Offers without the above-mentioned licenses/certificate might not be further assessed:**
   - At least 2 years of relevant experience;  
     **Company with less than 2 years of relevant experience might not be further considered:**
   - Submission of recommendation letters from up to five (5) current or former clients with contact details which might be contacted as reference checks;
   - Financial stability (submission of the Financial Statements and Audits’ reports for the past two (2) years);
   - Description of similar projects currently underway and successfully completed in the past five (5) years (state minimum 2 relevant projects with proof of the contracts);

2. **Product Specifications:**

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• Technical Item Description: Bidder shall provide samples and brochures with detailed description of the technical specifications of the items, as per the specifications provided in Annex A1 and Annex A2. Offers with no sample and brochure with detailed technical specifications provided as complying with Annex A1 and Annex A2 will not be further assessed.

• Shelf life and usable lifespan: The bidder shall clearly state the recommended shelf life of the product, as well as the usable lifespan, i.e. the recommended usage period. Minimum acceptable lifespan is 100,000 hours. Offers for less might not be further evaluated.

• Warranty: The bid shall include the defects and liability period with terms of warranty/guarantee. The warranty/guarantee is to be valid from the date of good being installed. The minimum acceptable warranty is 100,000 hrs. (or 5 years warranty, whichever comes first). Offers for less might not be further evaluated.

• Quality Certificates: Bidder shall submit a copy of the following certificates of the products offered:
  o IEC 60598-2-3
  o IEC 60598-1
  o IEC 61347-2-13
  o LVD (low voltage directives)
  o LM80 for Led chip from the chip manufacturer
  o Certification for LED driver: CeCE, UL, SAA, Jordan Standards Department
  o Certification for complete lighting unit: CE, or CB or TUV or RoHS for complete lighting unit
Offers without the above-mentioned certificates might not be further evaluated.

• Compatibility: The product shall be compatible with the below:
  o Zhaga Socket and PIR/RADAR sensors
  o Intelligent Street Light Controller
  o Integrated Controller-device Gateway into the Portal
  o Cloud/ Portal to log all the data from the light
  o Control web-platform
  o GIS
  o Software web application

• Inspection: The bidder shall state the preferred place of inspection for each product. Inspection and laboratory testing of goods will be applicable and will be advised at the time of purchase. The inspection will be arranged and paid by UNHCR. Please note that inspection charges resulting from the supplier’s default will be charged directly to the supplier.

3. Production and Delivery Capacity:

• Country of Origin and place of Manufacture: The technical offer shall state the country in which the supplier is registered as well as the country of origin and place of
manufacture of the product. If applicable, also the specific production line(s) for the product shall be indicated (legal name of Manufacturing), in particular, if the lines are of different quality/sophistication levels (e.g. for export or domestic production).

- **Production and Delivery Capacity**: The bidder shall state the mobilization time, ex-stock time quantity, weekly production capacity and weekly delivery capacity.

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

- **Liquidated Damages**: Please note that - during the implementation of the Frame Agreement or PO - should the Contractor be in delay, without prejudice to UNHCR's other rights and remedies, UNHCR may, at its sole option, demand liquidated damages for such delay, in an amount equal to 0.3% for each day of delay beyond the date upon which the Goods were due to be delivered.

4. **Stamped and signed Vendor Registration Form**: Your Company should complete, sign and submit with your technical proposal the Vendor Registration Form (Annex D) - including information on company's business bank account.

5. **UNHCR General Conditions of Contract (Annex E)**: Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods and Services.

6. **Stamped and signed UN Supplier Code of Conduct**: Your technical offer should contain your acknowledgement of the UN Supplier Code of Conduct by signing Annex F.

2.4.2 **Content of the FINANCIAL OFFER**

Your separate Financial Offer (Annex C) must contain an overall offer in a single currency, i.e. either in US Dollars, Jordanian Dinar or in the currency of your company's country. 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.

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. Please provide both PDF and excel version of Annex C.

**BANK ACCOUNT**: UNHCR will **not accept** offers from companies that have not the following requirements in the vendor registration form (Annex D):

a) Commercial bank account
b) Name of the company should match with the bank account.

لا ينظر بالعروض المقدمة من الشركات التي لا ت иметь حسابا مصرفيا تجاريا أو في حال عدم تطابق اسم الشركة الوارد في السجل التجاري مع اسم الحساب المصرفي

UNHCR is exempt from all direct taxes. With this regard, **price has to be given without VAT**.

Prices must remain the same in case of partial or complete award is received by the bidder.

You are requested to hold your offer valid for 90 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 thirty (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.

**Unit costs:** Using the given pricing structure and model, the bidder shall quote the unit price both EXW (naming the locations) and DAP UNHCR locations listed in the Financial Offer Form (Annex C). The unit cost shall be provided for the supply of product in bulk as well as palletized. Any quantity or other discounts (e.g. volume discounts) shall be clearly indicated.

### 2.5 BID EVALUATION:

#### 2.5.1 Supplier Eligibility and Registration:

A prerequisite for any supplier to be deemed eligible for an award of contract is, that the company is not, or not associated with a company or individual, under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Consolidated United Nations Security Council Sanctions List, available at: https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list#entities.

The qualified supplier(s) will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form (Annex D) and supporting documents. The investigation involves consideration of several factors such as: Financial standing; Core business; Track record; Contract capacity.

#### 2.5.2 Technical and Financial evaluation:

For the award of this project, UNHCR has established evaluation criteria which govern the selection of offers received. Evaluation is made on a technical and financial basis. Evaluation will be done on a Pass/Fail basis as follows:

**Technical:**

- Valid Business/Commercial Registration Certificate (Pass/Fail)
- Valid company business bank account (Pass/Fail)
- Minimum 2 years of business in the relevant field (Pass/Fail)
- Items’ compliance with the specifications and requirements (including life span and warranty) set in Annex A (pass/fail)
- Submission of the requested Quality Certificates (as per Annex A and para 2.4.2 (2) of this document) (Pass/Fail)
- Submission of samples and brochures (Pass/Fail)
- Weekly Delivery capacity.

**IMPORTANT:**
The Financial offer will only be opened for evaluation if the supplier’s technical part of the offer has passed the technical evaluation process and has been accepted by UNHCR as meeting the technical specifications and formal requirements set forth herein.

**Financial:**

- Quoted DAP prices to the required locations.

### 2.6 SUBMISSION OF BID:
The offers must bear your official letter head, clearly identifying your company. Offers can be submitted by email to JORAMTOC@UNHCR.ORG or mail/hand delivery.

**Deadline:** 23rd April 2020, 16:00 hrs, 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.

The offers must bear your official letter head, clearly identifying your company. Bids should be submitted by E-MAIL or by REGISTERED MAIL or HAND DELIVERED and must contain all required attachments.

**IMPORTANT:** The technical offer and financial offer are to be sent in separate envelopes or e-mails. Failure to do so may result in disqualification.

**A. IF SUBMITTED AS HARDCOPY:**

Your bid, one (1) original, shall be sealed in an outer and two inner envelopes, as detailed below:

- The **outer envelope** shall be sent by registered mail and addressed, or hand delivered as follows:
  “ITB/HCR/JOR/2020/02 the Supply of LED Lights and Smart Features”

  **Attn:** UNHCR Bids Receiving Officer
  **Tender Box no. 01**
  **UNHCR – Amman**

- The **inner envelopes** shall clearly separate the technical and financial offer. The inner envelopes shall have the following titles:
  
  - Envelope: **Technical Offer** for “ITB/HCR/JOR/2020/02” for the Supply of LED Lights and Smart Features” submitted by (Indicate the Name of the Company)
  
  - Envelope: **Financial Offer** for “ITB/HCR/JOR/2020/02” for the Supply of LED Lights and Smart Features: submitted by (Indicate the Name of the Company)

**B. IF SUBMITTED BY EMAIL:**

It is your responsibility to verify that all e-mails have been received properly before the deadline. Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of 5 Mb so it may be necessary to send more than one e-mail for the whole submission. Documents should be submitted in PDF format.

E-mail submissions must be sent ONLY to: JORAMTOC@unhcr.org

Please indicate in e-mail subject field:

- RFP/HCR/JOR/2020/02 the Supply of LED Lights and Smart Features
- Name of your firm
- The title of the attachment (e.g. technical or financial proposal)
- Number of e-mails that are sent (example: 1/3, 2/3, 3/4).
Please Note: 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.

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 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 RFP 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 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.

Giorgia Anesin
Supply Officer
UNHCR Jordan