



**UNHCR**

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

**DATE: 22 APRIL 2022**

**INVITATION TO BID: No. ITB/2022/007**

**FOR THE ESTABLISHMENT  
OF A FRAME AGREEMENT FOR**

**THE SUPPLY, DELIVERY AND MAINTENANCE OF  
FIRE EXTINGUISHERS**

**CLOSING DATE AND TIME: 22 MAY 2022 – 23:59 HRS LEBANON LOCAL TIME**

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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 17,000 people in more than 132 countries continues to help about 80 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), Lebanon, invites qualified suppliers to make a firm offer for the establishment of Frame Agreement for the supply, delivery and maintenance of fire extinguishers.

### **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) years, potentially extendable for a further period of one (1) year, for supplying its operations globally. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement.

The estimated annual requirement of UNHCR is specified on **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 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 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:**

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 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 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: Description of requirements
- Annex B: Financial Offer Form
- Annex C: Vendor Registration Form
- Annex D: UN Supplier Code of Conduct
- Annex E: UNHCR General Conditions of Contracts for the Provision of Goods and Services – 2018
- Annex F: Confirmation on Vendors' Non-Sanction lists

### **2.2 ACKNOWLEDGMENT**

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

### **2.3 REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to Hussam Yousfi, Supply Associate both at [yousfih@unhcr.org](mailto:yousfih@unhcr.org) and at [omaryt@unhcr.org](mailto:omaryt@unhcr.org). The deadline for receipt of questions is at 23:59 Hrs Lebanon Local time on 6<sup>th</sup> of May 2022.

**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 website or 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 eTenderBox platform will result in disqualification of the offer. Please submit your offer as described 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

**Special Instructions:**

- **Pre-loading inspection:** the supplier must check/inspect the items before dispatching them to UNHCR.
- **Rejected items:** all rejected items must be replaced by the supplier at no cost to UNHCR.
  - **One Sample of each of the following types of goods:**
    - 6 Kg ABC Dry Powder
    - 5 Kg CO2
    - 9 Lts Water
    - 9 Lts Foam
    - 6 Kg Automatic Fire Extinguisher
    - Fire Blanket

Samples must be fully functional and in line with requested specifications stipulated in **Annex A**. The samples will be inspected by the technical evaluation committee, including testing the extinguisher to verify its operating specifications, to ensure they are in line with requirements. Inspected samples can be collected once the tender is finalized.

By submitting your samples, you are hereby acknowledging in advance that UNHCR will not be charged for any costs.

**Submission of Samples:**

All samples should be handed over to Hussam Yousfi, Supply Associate UNHCR/Supply unit. Samples must bear your official letter head, clearly identifying your company. All samples should be submitted by **22<sup>nd</sup> of May 2022, the same closing date as the ITB.**

- **Sample Delivery place:**  
UNHCR Beirut Office  
S&K Buildings, Nicolas Ibrahim Sursock St., Jnah, Beirut  
P.O. Box 11-7332  
Ramlet El Baida, Beirut – Lebanon
- **Bid Reference: ITB/2022/007**

#### **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 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.

##### **I. Samples of quoted product:**

Your offer must be accompanied by sample of the quoted product. **UNHCR will only consider offers with samples only.** For more details on the submission of sample, please refer to point no. 2.4.

##### **II. Mandatory Requirements (Pre-conditions): Pass/Fail criteria**

There are **Nine (9) pre-conditions** that must be met by the bidder to qualify for further consideration. Pre-conditions are not ratable components of the technical proposal. The nine (9) pre-conditions are:

- Proof that your company was established and been selling fire extinguishers for three (3) or more years from date of submission.
- Proof that your company is registered and licensed by the Government of Lebanon (GoL) to provide such goods/services.
- Duly signed and stamped copy of (**Annex A**) to confirm the acknowledgement and full commitment to requirements.
- Specification documents and data Sheets for quoted models, including manufacturer certificate.
- Duly completed, signed, stamped, and dated vendor registration form (**Annex C**) unless you are already registered with UNHCR in which case you must state your vendor ID number with UNHCR.
- Submit a written confirmation of acceptance of UNHCR general terms and conditions including payment which is within 30 days from the date of receipt of invoices following satisfactory delivery of goods/services.
- Submit a written confirmation of acceptance of UN Supplier Code of Conduct (**Annex D**).
- Submit a written confirmation of acceptance of UNHCR General Conditions of Contracts for the Provision of Goods and Services (**Annex E**).
- Filled and duly signed and stamped Confirmation on Vendors' Non-Sanction list form (**Annex F**).

## 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 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 for each item:

**Unit costs:** The unit cost shall include the delivery of items to all of the following UNHCR office locations in Lebanon (DAP Incoterms- Beirut, Tyre, Qobayat, Zahle, and Tripoli).

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

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. 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:**

a. First Stage (Preliminary): Checking and verification of submitted technical offer by UNHCR Technical Evaluation Committee (TEC). UNHCR's TEC will check the submitted technical offer on the nine (9) pre-conditions and mark 'Pass' or 'Fail' against the conditions listed at point no. 2.4.1. (II.) as shown in **Annex C**. Missing documents, if any, will be requested from the vendor(s). Vendor(s) refusing or not being able to provide missing document(s), when requested, will be excluded from further evaluation.

b. Second Stage (Sample Check): Inspection of samples by TEC.

UNHCR nominated TEC will inspect the quality and functionality of the samples against the specification listed in **Annex A**, as well as verifying submitted technical data sheets. Offers scoring 'yes' to all verification points, as shown in **Annex C**, will qualify for further evaluation.

UNHCR may conduct a due diligence/supplier verification exercise if the bidders are not known to UNHCR or have not already worked satisfactorily for UNHCR in the past if the bidders are found to be technically compliant by passing technical evaluation. Should the findings of the due diligence/supplier verification indicate non-suitability of bidders, the finding of the due diligence/supplier verification report will prevail. UNHCR may not conduct such exercise for those unknown bidders whose offer do not pass.

Checking and verification of submitted tender documents by UNHCR TEC. UNHCR's TEC will check the submitted mandatory tender documents and mark 'Pass' or 'Fail' against the conditions listed at point no. 2.4.1. Missing documents, if any, will be requested from the vendors. Vendors refusing to provide missing document, when requested, will not be included for further evaluation. Offers scoring 'Pass' to all specification requirements will qualify for further evaluation.

### **2.5.3 Financial evaluation:**

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

All bids from pre-qualified bidders will be evaluated based on:

- Compliance with the established UNHCR specifications
- Unit cost (DAP Incoterms)

## **2.6 SUBMISSION OF BID:**

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

**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 the eTenderBox, registration on the website is required. This registration is exclusively for eTenderBox and does not replace any other registrations for UNHCR applications. One Supplier should have only one registered email account in the system. Therefore, the Supplier must use only one 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. Registration Guide and User Manual of eTenderBox are available at the above URL.

### **IMPORTANT:**

The technical offer and financial offer shall be clearly separated by uploading them to the appropriate category in the system. Failure to do so may result in disqualification.

Allowed extensions for files to upload are .doc, .docx, .xls, .xlsx, .rtf, .png, .jpg, .jpeg, .pdf, .txt, .zip, .ppt, .pptx, .bmp, .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 has to 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. In order 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: 22 May 2022 – 23:59 Hrs Lebanon Local Time**

**IMPORTANT:**

The tender deadline displayed on eTenderBox is always in the user's local time zone. Therefore, no further time difference calculation is needed in order to define the deadline of the tender. Please always consider the above before submitting your offer and make sure that all documents are uploaded and submitted to eTenderBox well before the tender deadline.

**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.

**IMPORTANT:**

Any bid submission via email or hard copy may result in disqualification of your offer unless instructed in writing by UNHCR. Please note that external links for file transfer will not be accepted.

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, 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 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.

## **2.10 ZERO TOLERANCE POLICY**

Please note that UNHCR strictly follows zero tolerance policy and as such advises its suppliers not to offer any gift, favor, hospitality, etc. to UNHCR staff.

## **2.11 THE UN GLOBAL COMPACT**

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, labor, environment, and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative. UNHCR encourages bidders to sign up to this initiative at: <https://www.unglobalcompact.org/>

Gerard Moya

Senior Supply Officer  
UNHCR Beirut, Lebanon

