



UNHCR

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

DATE: 03-October-2022

INVITATION TO BID: No. PAKIS/ITB/22/029 (RE-TENDERED)

**FOR THE ESTABLISHMENT OF FRAME AGREEMENTS
FOR
THE SUPPLY OF SCHOOL UNIFORMS AND SCHOOL BAGS**

Closing Date and Time: 10th October 2022– 12:59 hrs. PST

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 five 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 environments, 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), Islamabad, invites qualified suppliers, traders and manufacturers to make a firm offer for the establishment of Frame Agreement(s) for the supply of School Uniforms for Refugee students (referred to hereinafter as “goods”).

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 (02) years, potentially extendable for a further period of one (01) year. The successful bidders will be requested to maintain their quoted prices for the duration of the Frame Agreement(s).

The estimated annual requirement of UNHCR is as follows.

Item Description	Quantity-2022	Quantity-2023	Quantity-2024
Khyber Pakhtunkhwa (KPK)			
Uniform for Girls	29,812	32,793	36,072
Uniform for Boys	43,894	48,283	53,111
School Bags	36,583	40,538	44,591
Baluchistan			
Uniform for Girls	-	8,000	8,300
Uniform for Boys	-	12,500	12,700
School Bags	20,000	20,500	21,000
Punjab			
Uniform for Girls	1,592	-	1,600
Uniform for Boys	1,250	-	1,300
School Bags	1,421	-	1,450

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:

When a Frame Agreement is awarded, either party can terminate the agreement only upon 90 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 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.

QUALITY CONTROL THROUGHOUT THE FRAME AGREEMENT:

UNHCR will carry out random quality inspections, including specific selected criteria for laboratory test of products or items selected by UNHCR or by an independent surveyor appointed by UNHCR from samples selected during production, upon departure, loading, unloading, arrival to destination or from any storage location. The cost of the quality control inspections and laboratory tests will be covered by UNHCR.

In cases of supplier's quality default, in addition to the good's PO penalty clauses, the inspection and laboratory cost will be charged to the supplier.

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:** Technical Specifications of School Uniform and School Bag
- Annex-B:** Technical Offer Form
(To be completed and submitted in the technical proposal)
- Annex C:** Financial Offer form
(To be completed and submitted in the financial proposal)
- Annex D:** Vendor Registration Form
- Annex E:** UNHCR General Conditions of Contracts for the Provision of Goods-2018
- Annex-F:** UN Supplier Code of Conduct *(To be signed, stamped and submitted in the technical offer)*
- Annex G:** e-TenderBox Supplier User Manual
- Annex H:** e-TenderBox Registration Guide

Please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions of contract for Goods and UN supplier code of conduct. Signed copies of Annexes E & F are not required at this stage.

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to pakisse@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

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to PAKISSC@unhcr.org. **The deadline for receipt of questions is 12:59 Hrs. on 6th October 2022.**

IMPORTANT:

Please note that Bid Submissions are **NOT** to be sent to the e-mail address above. Failure to comply with this provision may result in disqualification.

UNHCR will compile all questions / queries received and reply to the questions received as soon as possible by means of publication on its website <https://unhcrpk.org> and on UNGM OR by email to all interested 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.

Please note that by submitting a bid/response to this ITB you are authorizing UNHCR to verify or reference check the authenticity of the information and documentation you have provided, and this shall be done without any notification or further request for authorization from you.

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

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 in the Bid data form Annex-B any discrepancies with the specifications given.

The technical offer shall include the information requested in the Technical Offer Form. Please clearly state if your offered goods conform to the UNHCR technical specifications and requirements using **Annex B – Technical Offer Form**. Please fill out Annex B (Part A & B) with complete information regarding your offer for respective item(s), and **it is mandatory to provide samples of School Uniform and School Bag, however, those bidders who have already submitted samples against this tender do not need to send samples again.** Samples are required to enable the technical evaluation committee to evaluate your technical

offers correctly. Failure to provide filled/complete Annex B in your technical offer may lead to “technical disqualification”.

The following details which comprise part of the Eligibility and Qualification Criteria should be provided in the Technical Part of your Offer.

Company Profile:

The bidder shall provide complete company profile including description of the company and the company’s qualifications (contract capacity): A description of your company with the following information: (Relevant documents must be signed/stamped where applicable).

- i. Year founded and type of firm (e.g., Manufacture, Distributor, Reseller);
- ii. Number of years of experience in supply of similar products.
- iii. If multi location company, specify locations of presence in Pakistan.
- iv. If international certified company i.e., ISO 9000 or any other certificate, please provide copy
- v. Number of institutions the company has supplied same goods to. Please, provide contact details of such institutions. UNHCR at its sole option may decide to conduct reference checks of the quality of items provided and level of after sales services provided by the bidder.

Technical Details:

Technical details of offered items like specifications / brochures / Lab certificates etc. should be provided as these will be used to determine quality of offered items.

Financial Capacity:

Your offer should include bank statement or audited financial statement for last year (2021) showing an annual turnover amount of at least USD 60,000 - USD 80,000 or equivalent in local currency. Transactions to be considered in the bank statement must be before the issue date of this tender.

Experience of Firm:

The bidder shall show proof of a minimum of 3 years’ experience in the manufacture/supply of similar items by submitting at least five (5) contracts, work orders, POs or reference letters. All documents must be credible with letter heads and/or stamps of issuing organizations.

Earnest Money/Bid Security:

During the bid evaluation process UNHCR may separately request bidder(s) to provide bid security of PKR 1,000,000 in the form of a Demand Draft / Pay Order / Call Deposit from a bank with a minimum credit rating of “A”. Bidders are therefore **not required** to submit bid security with their offers. However, bidders must clearly state in “Annex B – Technical Offer Form” their **acceptance** to provide bid security if requested by UNHCR separately at any later stage of the procurement process.

Incoterms:

The International Chamber of Commerce Incoterms 2010 shall apply for this ITB and for any resulting purchase orders(s). It shall be DAP - Delivered at Place, at mentioned location(s) as indicated in Annex C – Financial Offer Form annexed to this ITB. Potential supplier shall be responsible and shall cover all risks up to delivery locations mentioned in Annex-C.

Packaging of the goods:

The technical offer shall clearly indicate the packaging of various items in compliance with highest standards of packaging for the type and quantities of each item. The packing shall mark the Purchase Order number and any other identification information provided by UNHCR necessary for the correct handling and safe delivery of the goods.

Please ensure that all packing details are followed correctly. Content of all boxes/packages (list of items and quantities) and delivery location must be clearly labelled on the box/Package.

Delivery Capacity:

The bidder shall state the mobilization time, ex-stock quantity and quantities available after one and two weeks of production lead time. Bidder must be able to deliver within **25-30 calendar days** of issuance of the purchase order by UNHCR.

Transportation to Destination:

Vendor will be responsible for safe delivery of goods to the delivery locations. Vendor will obtain a signed Goods Receiving Note from the UNHCR Focal point (UNHCR will share these details at the time of issuing purchase order).

For each order placed that requires delivery to locations outside the main cities of Peshawar and Quetta, UNHCR will request the Contractor to provide a loading, transportation and offloading quotation from the main city to the required location which UNHCR shall review and give its acceptance. If UNHCR is not satisfied with the quoted price, it reserves the right to source its own transporter including handling whom the contractor will use to deliver the goods at destination.

Quality Certification:

The bidders are requested to submit a copy of the internationally recognized or equivalent quality certificate of the manufacturing company together with a copy of quality certificate of the finished product where applicable.

Inspection:

Pre or Post delivery inspection of goods will be applicable and will be advised at the time of purchase.

Warranty / Replacement:

The bidder shall be responsible to replace any damaged / below specs item/s free of cost if found defective/damaged/below specifications at the time of delivery.

Vendor Registration Form:

You should complete, sign and submit with your technical proposal the Vendor Registration Form (**Annex D**), in case if you are not registered with UNHCR.

UNHCR General Conditions for Provision of Goods:

Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods by confirming in **Annex-B**.

UN Supplier's Code of Conduct:

Your technical offer should contain your acknowledgement of the UN Supplier's code of conduct by confirming **Annex-B**.

Alternative Products:

Please note, that if these alternative products are deemed as viable alternative to the existing product pending an evaluation from our technical experts, we will be issuing a separate tender notice for purposes of establishing agreements for those.

2.4.2 Product Samples

Bidders are requested to send one (1) sample of School Uniform (Boys and Girls) of one (1) Square meter each and one (1) School Bag, with or without logo, for visual / Lab inspection and for future reference to UNHCR. Sample provision shall be at the bidder's cost (DAP incoterms) to the following address, before the bid closing date. **Those bidders who have already submitted samples do not need to send samples again.**

Supply Unit

UNHCR Country Office

Diplomatic Enclave 2, Quad-i-Azam University Road, Sector G-4, Islamabad

Tel: +92-51-2600860

Reference details to be indicated on outer parcel are: “**SAMPLE KIT PAKIS/ITB/22/029 (Re-Tendered)**”, “[bidding company name]”.

Bidders who have submitted samples against this tender do not need to send the samples again, however, they have to submit the technical and financial proposals again on the eTenderbox module in response to this tender # PAKIS/ITB/22/029 (Re-Tendered).

Samples should be submitted only through the courier service company, by-hand delivery of sample kit will not be acceptable.

Failure to submit samples before the given deadline and in non-compliance with above instructions may result in disqualification of the offer.

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial offer** must contain an overall offer in a single currency i.e. **US Dollars**.

[IMPORTANT:

Please take careful note of the below pricing information.

Your separate Financial Offer is to be submitted as per the financial offer form (Annex-C) and must contain an overall offer in USD. Bids that have a different price structure will be considered but shall be converted to USD using the UN exchange rate at the time of financial evaluation. USD will be the Frame Agreement currency.

The following details shall be provided for each item:

Unit costs: Your quote shall have:

The unit price must be given on DAP basis inclusive of all charges including transportation up to the delivery addresses mentioned, risk factors, warranty, and insurance.

UNHCR is exempted from all direct taxes and customs duties. In this regard, price must be given without VAT/GST. UNHCR will provide exemption certificate from the authorities upon request and provision of all required documentation by the bidder. Customs clearance formalities, transport and delivery of goods at the named locations shall be the responsibility of the contractor.

You are requested to hold your **offer valid for 180 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 30 days after satisfactory delivery 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.

2.5.2 Technical Evaluation:

Technical proposals will be evaluated in two stages as under. The company has to qualify in Stage-1 to be able for further technical evaluation (Stage-2).

Stage-1: Administrative / Eligibility Criteria

The administrative / eligibility component of the submission will be assessed using the below criteria. This component of the submission will be reviewed by the technical evaluation committee together with the technical component of the submission. Therefore, the bidders shall include in their technical offer enough relevant documents to satisfy the below administrative criteria.

Sr.	Administrative Criteria	Yes / No
1.	Company / Business Profile <i>Year founded, type of firm (e.g., Manufacturer, Distributor, Reseller), etc.</i>	Yes/No
2.	Company / Business Registration <i>Certificate of Incorporation</i>	Yes/No
3.	UNHCR general conditions for the provision of goods acknowledged? (Refer to Annex-B)	Yes / No
4.	UN Suppliers Code of Conduct acknowledged? (Refer to Annex-B)	Yes / No
5.	Company has submitted the five (05) relevant Purchase orders / work orders delivered in the last 3 years.	Yes/No
6.	Financial capacity: bank statement or audited financial statement for the last year (2021) with a minimum annual turnover amount of USD 60,000 - USD 80,000 or equivalent in local currency submitted?	Yes / No

Stage-2: Technical Criteria

The technical component of the submission will be evaluated using the below **PASS or FAIL criteria based on the samples submitted and the relevant information provided in Annex-B.**

Sr.	Technical Criteria	Pass / Fail
1.	Compliance with the UNHCR Technical specifications Provided samples conform to the required specifications spelled out in Annex-A.	Pass / Fail
2.	Delivery Capacity Acceptable delivery lead time. Maximum 25-30 calendar days upon issuance of Purchase order.	Pass / Fail
3.	Replacement of Defected/Damaged/Broken Items Has the company accepted to replace the defected / damaged / broken item at site free of cost and without any charges?	Pass / Fail

TECHNICAL COMPLIANCE OF OFFERED PRODUCTS

UNHCR at its sole discretion may decide to run these samples through lab tests analysis by reputable material testing laboratory in Pakistan to check compliance with the technical specifications.

2.5.3 Financial Evaluation:

The financial component will be analyzed for those bidders that pass the technical evaluation (Stage-1 & Stage-2).

- Compliance with the established UNHCR specifications,
- Unit cost DAP
- Lead Time

Delivery capacity

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.

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 RE-SUBMISSION OF BID:

All bidders who have participated in this tender need to re-submit the financial and technical proposals.

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 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 Use Manual are available at the above URL and provided as annexes to this ITB.

IMPORTANT:

The technical offer and financial offer are to be sent in separate documents. 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. 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 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. 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: 10-October-2022, 12:59 hrs. PST

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.

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 and to award the contract to multiple bidders for multiple items.

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

Prices under this frame agreement shall be fix in USD. Any Purchase Order (PO) issued as a result shall be in PKR by converting the Frame Agreement rate into PKR using the prevailing UN exchange rate at the time of ordering. Payment will be made in accordance with 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

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

Prosper Dunia Mumanya
Senior Supply Officer
UNHCR-Islamabad