

**DATE: 20/10 /2022**

**INVITATION TO BID: No. 2022/SOP/SCU/ITB/009**

**PROVISION OF MISCELLANEOUS HEALTH ITEMS TO UNHCR SUB OFFICE  
PESHAWAR IN (KP) PAKISTAN**

**CLOSING DATE AND TIME: 04/11/2022 – 17:00 hrs PST**

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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 coordinate 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 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 Sub Office Peshawar, invites qualified suppliers to make a firm offer for the supply of miscellaneous health items to UNHCR Sub Office Peshawar in Pakistan.

**IMPORTANT:**

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

The estimated quantity requirements of UNHCR is specified in the Financial Offer Form Annex D. 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.

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. 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**

UNHCR may carry out random quality inspections, including specific selected criteria for products or items selected by UNHCR or by an independent surveyor appointed by UNHCR from samples selected, upon departure, loading, unloading, arrival to destination or from any storage location. The cost of the quality control inspections will be covered by UNHCR. In cases of supplier's quality default, in addition to the good's PO penalty clauses, the inspection cost will be charged to the supplier.

**Article 6.2** of the attached General Conditions of Contracts for the Provision of Goods contains details of inspections and testing that shall apply in the contract.

**Sub-Contracting:** Please take careful note of article 4 of the attached General Terms and Conditions for provision of goods (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: Calendar of Activities
- Annex B: Technical Specification Form
- Annex C: Technical Offer Form
- Annex D: Financial Offer Form
- Annex E: UNHCR General Conditions of Contracts for the Provision of Goods (July – 2018)
- Annex F: Vendor Registration Form
- Annex G: UN Supplier's Code of Conduct
- Annex H: eTenderBox Suppliers User Manual.
- Annex I: eTenderBox Registration Guide

### **2.2 ACKNOWLEDGMENT**

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

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

**Sending your above confirmation will enable us to send you any updates, replies to queries or any changes in the tender documents.**

## **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 [pakpescu@unhcr.org](mailto:pakpescu@unhcr.org); **The deadline for receipt of questions is 17:00 hrs PST on 31/10/2022.**

## **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 its website <https://unhcrpk.org>; 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 the submission e-mail address will result in disqualification of the offer. Bids should be submitted by file and uploaded to e-Tender Box, the online bid registration tool of UNHCR.

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 the Technical Specification Form Annex B.

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 technical offer shall include the information requested in the Technical Offer Form Annex C” with complete information regarding your offer.

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

**Certificate of Registration:** The bidder shall provide a valid copy of the company’s certificate of registration with a competent regulatory body where it is registered

**Company Profile:** The bidder shall provide a 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 company was founded
- (ii) Number of years of experience in supply of similar products
- (iii) If operating in Multi locations, state the locations and branches in different countries
- (iv) Number of Institutions the company has supplied similar goods/services, please provide contacts details of such companies. UNHCR at its sole option may decide to conduct reference checks of the quality of the products and level of after sales services provided by the bidder

**Catalogue:** Bidders are required to submit a detailed catalogue /technical details of the offered product with the technical offer in accordance with the technical Specification requirements. The catalogues must prove and demonstrate at minimum the following details, and demonstrate the minimum the following details,

- Brand /Model,
- Country of Origin
- Technical features
- Pictures
- Details on packaging and delivery

**Country of Origin:** The technical offer shall state the country and place of manufacture of the products and ready to use.

**Incoterms:** The International Chamber of Commerce Incoterms 2010 shall apply for this ITB and for any resulting purchase orders(s). Delivered at Place (DAP) to locations stated in Annexes B and D of the tender.

**Packing details:** The technical offer shall clearly indicate the packing and transport options (e.g., weight, volume, etc.) in compliance with the packing and transport requirements. (These are minimum packaging requirements; however, suppliers are encouraged to propose alternative options for better container utilization).

**Production and delivery Capacity:** The bidder shall state annual Production /delivery capacity.

**Certificate:** If available the bidder shall submit a copy of the Internationally recognized or equivalent quality certificate of the manufacturing Company with the copy of quality certificate for the finished product.

**Inspection:** Inspection of goods will be applicable and will be advised at the time of purchase. The inspection will be arranged and paid for by UNHCR. Please note that inspection charges resulting from the supplier's default will be charged directly to the supplier. **UNHCR may also undertake a physical site inspection visit to the supplier premises to inspect the quality and quantity of the available products as part of UNHCR's evaluation criteria before award of contract to the successful bidder (s).**

**Financial standing of your Company:** The bidder should include in it's Technical offer the company, certified audited Financial statements or certified Bank Statements for the past 1 year with an annual turnover amount of atleast US 50,000 – US 70,000. equivalent in local currency.

**Lead time:** The bidder shall provide the delivery lead time from the date UNHCR places a purchase order.

**Warranty.** The bidder shall include in it's technical offer the defects and liability period with terms of the warranty. UNHCR's minimum defects liability and warranty period is 1 year after placing an order.

**Previous relevant experience:** The bidder shall submit copies of atleast 3 previous contracts, or work orders or purchase orders/ work certificates in supply of the requirement from it's clientele for the past 3 years. UNHCR reserves the right to make reference checks on such references.

**UNHCR General Conditions for Provision of Goods (July 2018):** Your technical offer should contain your acknowledgement of the UNHCR General Conditions of Contracts for Provision of Goods by signing (Annex E).

**Vendor Registration Form:** If your company is not already registered with UNHCR, you should complete, sign, and submit with your technical Offer the Vendor Registration Form (Annex F).

**UN Supplier's Code of Conduct:** Your technical offer should contain your acknowledgement for adherence to the UN Supplier's code of conduct by signing Annex G.

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

Your separate financial offer must contain an overall offer in a single currency PKR or in US Dollars currency for vendors operating outside Pakistan.

#### **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 D). Bids that have a different structure may not be accepted.

The following details shall be provided for each item:

**Unit costs:** The bidder shall quote the unit prices indicating Delivery at Place (DAP) to designated locations stated in Annexes B, D. Any quantity or other discounts (e.g. volume discounts) shall be clearly indicated. UNHCR shall have no responsibility of any additional cost that may arise at the time of delivery e.g. transportation.

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

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 inspection 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 UNHCR'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 technically evaluated using a "PASS" or "FAIL" evaluation criteria by applying the below 7 Technical evaluation criterias.

	<b>Technical Evaluation Criteria</b>	<b>PASS/FAIL</b>
1.	<b>Submission of a valid company registration certificate in the Country of operation.</b> <i>(Has the Bidder submitted a valid company registration certificate in the country of operation?)</i>	PASS/FAIL
2.	<b>Full compliance to technical specification Requirements stated in Annex B</b> <i>(Does the Bidder's Technical Offer comply with the Technical Specification requirements indicated in the Technical Specification Form Annex B ).</i>	PASS/FAIL
3.	<b>Proof of company relevant experience in supply of requirement.</b> <i>Has the bidder submitted copies of at least 3 previous Contracts, or work orders, purchase orders /work certificates in supply of the requirement for the past 3 years?</i>	PASS/FAIL
4.	<b>Company financial capacity</b> <i>(Has the Bidder demonstrated proof of financial capacity by submitting the past year certified copy of Audited Financial Statements or a Bank Statement with a minimum sales revenue turnover of between USD 50,000 – USD 70,000 or equivalent local currency?)</i>	PASS/FAIL
5.	<b>Compliance to UNHCR's delivery period (UNHCR required delivery period is maximum 45 days after UNHCR places a Purchase Order)</b> <i>(Does the bidder's technical proposal comply with UNHCR's Delivery period of the goods which is a maximum of 45 days after UNHCR places a Purchase order.)</i>	PASS/FAIL
6.	<b>Vendor Registration Form</b> <i>Has the bidder provided a signed/stamped copy of the Vendor Registration Form? - Annex F. (For new vendors only, who have never worked with UNHCR before).</i>	PASS/FAIL

Only technically qualified bidders shall be financially evaluated. In order to be technically qualified and eligible for financial bids evaluation, bidders must score "YES" for all the above listed 6 technical evaluation criteria.

UNHCR may conduct a quality inspection of successful bidders Office premises and sites in as part of its technical evaluation prior to award of Contract(s).

### 2.5.3 Financial evaluation:

The financial component will be analyzed only for those suppliers that pass the technical evaluation and the contract (s) will be awarded to the lowest priced offer (s) passing the technical confirmation

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

- Compliance with the established UNHCR specifications
- Unit cost DAP to specified locations
- Delivery capacity

For evaluation purposes only, the offers submitted in the currency other than PKR 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 the then 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:

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,

<https://etenderbox.unhcr.org>;

In order to use etender, 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 a new registration is required. The eTenderBox registration guide and user 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 email document files. 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 and Submit button is clicked on. Therefore, this button must be clicked before the deadline expires. Once 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: 04/11/2022, 17:00 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 the Supplier's 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 be opened for only technically qualified proposals following the technical evaluation process.

### **2.7 BID ACCEPTANCE:**

UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial contract awards. Bidders may submit proposals for either the whole or partial items of the requirement.

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 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 Mumanya  
Senior Supply Officer,  
UNHCR Pakistan