

DATE: 01 /11/2022

INVITATION TO BID: ITB No. 2022/SOP/SCU/ITB/010**FOR SUPPLY OF MEDICAL EQUIPMENTS TO UNHCR SUB OFFICE PESHAWAR
IN PAKISTAN****CLOSING DATE AND TIME: 25/11/2022 – 17:00 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 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 (United Nations High Commissioner for Refugee), its mandate and operations, please see <http://www.unhcr.org>.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees in Pakistan invites qualified and registered suppliers to make a firm offer for the supply of medical equipment to 6 Hospitals delivery locations in KP Pakistan as indicated in this ITB tender document (referred to hereinafter as goods and summarized in the below table.

S/N.	Description of Goods	Hospitals Delivery Locations – in KP Pakistan
1.	Supply of medical Equipments	Medical Teaching Institute Banu
2.		Hospital Thall
3.		Medical Teaching Institute (MTI) D.I. Khan
4.		Hospital Hangu
5.		Thalassemia Centre THQ Lower Dir
6.		Mardan Medical Complex

IMPORTANT: The Exact Technical Specifications of the items are detailed in the Technical Specification Form Annex C while quantity requirements are indicated in the Financial Offer Form Annex D of this ITB tender document.

Please, note that figures have been stated 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 a Purchase Order.

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 (Annex F) 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 F).

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 Offer Form
- Annex C: Technical Specification Form
- Annex D: Financial Offer Form
- Annex E: Vendor Registration Form (July- 2018)
- Annex F: UNHCR General Conditions on Contracts for Provision of Goods (July- 2018)
- Annex G: UN Supplier 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 to email address; 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 to email address: pakpescu@unhcr.org; **The deadline for receipt of questions is 17:00 hrs PST on 18/11/2022.**

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 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 Technical Specification Form (Annex C). Your technical offer should clearly state whether the goods you are offering are fully conforming to the products 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 “B” with complete information regarding your offer. Failure to provide filled / requested information in Annex “B” in your technical offer could lead to “Technical disqualification”.

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 and provision 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, 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 products and services with the technical Offer in accordance with the technical specifications

requirements. The catalogues must prove and demonstrate at 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.

Incoterms: The International Chamber of Commerce Incoterms (2010) shall apply for this ITB and for any resulting purchase orders(s). Delivered at Places (DAP) of hospitals in KP-Pakistan indicated in the Financial Offer Form (Annex D) for each medical equipment item.

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 products and service.

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 and services 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 company Certified Audited Financial statements or a Certified Bank Statements for the past two (2) years. with annual turnover of atleast (PKR 9,000,000 – PKR 15,000,000 (Equivalent USD 30,000 – USD50,000) ?

Lead time: The bidder shall provide the delivery lead time from the date UNHCR places a purchase order and indicate the period goods will be available for shipping. (UNHCR's required period of making goods ready for shipment is a maximum 90 days after issuance of a Purchase Order)

Warranty.The bidder shall include in it's technical offer the defects and liability period and terms of the warranty. UNHCR's minimum defects liability and warranty period is one (1) year after the delivery of the goods.

Previous relevant experience: The bidder shall submit copies of atleast a minimum of 2 previous Contracts, work orders or purchase orders or work certificates from it's clientele of Supply of similar products for the past two (2) years with a sales revenue of about PKR 9,000,000-PKR 15,000,000 for the past 2 years.UNHCR reserves the right to make reference checks on such references.

Technical Offer Form : Bidders shall submit technical documents requested in the Technical Offer Form (Annex B).

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 E).

UNHCR General Conditions of Contract 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 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 is to be submitted as per the Financial Offer Forms Annex D and must contain prices quoted in Pakistan Rupees (KPR) Delivered at Place per indicated delivery locations.

IMPORTANT: Please carefully consider the pricing model applicable to this invitation tender. Bids that have a different pricing structure may not be accepted pricing structure may not be accepted.

The following details shall be provided in the Financial Offer Forms,

Unit costs: Your quote shall have

- (i) The unit price must be inclusive of all charges including transportation up to the delivery at Place (DAP) addresses.
- (ii) UNHCR may request for a 5% bid security for processing of bids at any stage of the procurement process.
- (iii) UNHCR is exempt from all direct taxes and customs duties. With this regard, price must be given without all applicable taxes.

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 of the goods, 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 evaluated using a “**PASS**” or “**FAIL**” using the below Technical evaluation criteria requirements,

	Technical Evaluation Criteria	PASS/FAIL
1.	Company registration and legal presence in Country of Operation <i>Has the Bidder submitted a Company Registration Certificate in the Country of Operation ?.</i>	
2.	Full compliance to Technical Specification Requirements stated in Annex C. <i>Does the Bidders Technical Proposal comply with the Technical Specification requirements stated in the Technical Specification Form Annex C ?.</i>	
3.	Minimum of 2 years relevant experience in the supply of similar products. <i>Has the bidder submitted proof of experience, atleast a minimum no of 2 similar contracts or purchase orders (with a total sales revenue of atleast PKR 9,000,000 (Equivalent USD 30,000) undertaken for the past two (2) years?</i>	
4.	Company Financial Capacity <i>Has the bidder provided last 2 years audit certified report or submitted a certified bank statement for the past 2 years with annual turnover of atleast (PKR 9,000,000 – PKR 15,000,000 (Equivalent USD 30,000 – USD50,000) ?</i>	
5.	Provision of 1 Year defects and liability warranty period from the date of delivery of the goods. <i>Has the bidder accepted to provide a one year defects liability warranty period after delivery of the required goods to the listed delivery locations?</i>	
6.	Goods ready for shipment period (UNHCR’s required period of making goods ready for shipment is a maximum 90 days after issuance of a Purchase Order) <i>Has the bidder accepted to make ready the goods for Shipment within the UNHCR maximum delivery period of 90 days?</i>	

Only technically qualified bidders shall be financially evaluated. In order to be technically qualified and eligible for Financial evaluation, bidders must “PASS**” all the Technical evaluation criteria listed from 1 - 6.**

2.5.3 Financial evaluation:

The financial component will be analyzed only for those suppliers that pass all the Technical evaluation criteria components. All bids from pre-qualified suppliers will be evaluated based on:

- Compliance with the established UNHCR specifications
- Unit cost DAP - Delivered to Place at locations indicated in Financial Offer Form Annex D.
- Delivery capacity
- Delivery period

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, labor, 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 eTender Box, 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 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 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.

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Deadline: 25/11/2022, 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 evaluation for technically qualified suppliers proposals.

2.7 BID ACCEPTANCE:

Bidders may submit proposals for either “**ALL**” or “**PARTIAL**” of the listed medical equipments items with full accessories of each medical equipment item.

UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial awards to one or more bidding companies. 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 because 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

Please note that the General Conditions of Contracts (Annex F) 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.

Mumanya Dunia Prosper
Senior Supply Officer
UNHCR Pakistan Operation