

## TRAIN STOP NO. 1

### COVER PAGE

---

#### Invitation to Bid: UNHCR ITB/HCR/SYR/2026/2716

**for the establishment of a frame agreement for the supply and delivery of Winter Clothing Kits in Syria for the duration of two years, extendable for an additional period of one year (2+1)**

#### ITB DOCUMENTS:

- Annex A: Technical Specifications and the list of items per option.
- Annex B: Technical Offer Form
- Annex C: Financial Offer Form
- Annex D: Vendor Registration Form *(to be filled in, stamped and signed)*
- Annex E: UNHCR's General Conditions of Contracts for the provision of goods *(to be acknowledged by the stamped and signed Declaration of Eligibility)*
- Annex F: UN Supplier Code of Conduct *(to be acknowledged by the stamped and signed Declaration of Eligibility)*
- Annex G: Declaration of Eligibility
- Annex H: Eligibility of Joint Ventures for Suppliers *(to be filled in, stamped and signed if applicable)*
- Annex I: Guidelines ERP Manual for Suppliers to use the online portal.

#### ITB KEY DATES:

Issue Date	21 May 2026
Pre-bid conference date	08 June 2026 at 11:00 Syrian standard time
Clarifications Submission deadline	10 June 2026 at 23:59 Syrian standard time
ITB Submission deadline	21 July 2026 at 15:00 Syrian standard time

## TRAIN STOP NO. 2

### OVERVIEW

---

#### 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 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 seven 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 60 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>

#### REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Syria Operations, invites qualified companies to make a firm offer for the establishment of Frame Agreement(s) for the supply and delivery of winter clothing kits in Syria as per the lots mentioned in the financial offer form (Annex C).

**IMPORTANT:** The Exact technical specifications of the items are detailed in **Annex A** of this document.

UNHCR may award Frame Agreement(s) with an initial duration of two (2) years, potentially extendable for a further period of one (1) year. The successful bidder(s) will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

**The estimated annual requirement is 100,000 kits.**

Please note that the above 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 availability each order will be regulated by the issuance of individual Purchase Orders against the Frame Agreement.**

Other United Nations Agencies, Funds and Programs 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.

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 18 "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.

Please take careful note of article 4 (Subcontracting), 15 (Termination) and 18 (Settlement of Disputes) of the attached General Terms and Conditions (Annex E).

**It is strongly recommended that this ITB 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 random quality inspections, including specific selected criteria for laboratory test to 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.

**Note:** This document is not construed in any way as an offer to contract your firm.

**Partial Bid is acceptable;** the bidder can submit his offer per each lot (DDP or DAP or FCA) as per the following table:

Lot#	Delivery location/incoterms
1	DDP UNHCR Damascus Warehouse.
2	DAP UNHCR Damascus Warehouse.
3	FCA the named location (confirmed by the bidder).

However, UNHCR encourages all bidders to submit their offers per all options and locations. UNHCR shall decide the awarding option at the time of the issuance of the purchase order.

#### ITB SUBMISSION

We would appreciate receiving your submission on or before the deadline specified in this overview section. Please note that bidding must be submitted directly in the online portal, responding to the questions, and uploading required documents by the date and time indicated in the online portal. It is your full responsibility to ensure that your submission is submitted before the deadline. Bidding received outside the online portal, for any reason, will not be considered for evaluation. Be aware that the system requirements employed by UNHCR limit the size of attachments to a maximum of 24 Mb in each required field, as specified in the Requirements Section. You may need to use a VPN if you are trying to check the online portal from Syria. You may check the tender documents via the [following link](#)

Ensure that your bidding remains valid for **at least 120 days** after the bid closing date. The standard payment terms of UNHCR are NET 45 days upon satisfactory delivery of goods or services and acceptance by UNHCR.

**Important Note:** *“Notwithstanding the payment terms set forth in Clause 29 of the General Conditions of Contract for the Provision of (GCC), which form part of the solicitation documents, UNHCR is implementing a 45-day payment term for the duration of the current measure, temporarily superseding any conflicting provisions in the GCC, specifically Clause 29.”*

It is strongly recommended that this Invitation to Bid and its annexes be read thoroughly.

#### REQUEST FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this ITB by the Cloud ERP portal using messaging functionality **before 10 June 2026 at 23:59 Syrian standard time**. Bidders are requested to keep all questions concise. UNHCR will reply to the questions received as soon as possible by the system. Answering the queries or resolving the technical issue would take time and UNHCR will not be held liable for any delays. UNHCR will respond during official business hours.

All Clarifications must be sent to the following email address: [syrdasyrcopro@unhcr.org](mailto:syrdasyrcopro@unhcr.org) or to the subject tender within the online portal xxxxx

UNHCR is not entitled to answer any clarification(s) received after the deadline as set above.

#### PRE-BID CONFERENCE:

UNHCR will organize a supplier pre-bid conference on MS Teams **on 08 June 2026 at 11:00 Syrian standard time**. A maximum of one representative per company is allowed. Name and contact details of the company's representatives must be provided by e-mail to [syrdasyrcopro@unhcr.org](mailto:syrdasyrcopro@unhcr.org). The meeting link shall be shared with all interested bidders by the set pre-bid conference date.

Participation to the pre-bid conference is **STRONGLY RECOMMENDED** given the complexity of the requirements. However, after the supplier conference and the request for clarifications deadline, a Questions & Answers document will be prepared and posted on UNGM, UNHCR Syria web site, Facebook tender announcement page and distributed by email to all invited bidders. Confirmation of participation in the submission might be sent to the email address [syrdasyrcopro@unhcr.org](mailto:syrdasyrcopro@unhcr.org) no longer than 07 June 2026 at 15:00 HRS. (Syria Standard Time) in order to allow UNHCR to share the invitation link by all participants in a proper time before the bidders' conference meeting date/time.

**IMPORTANT: Cancellation of Solicitation:** UNHCR reserves the right to cancel a Solicitation at any stage of the procurement process prior to final notice of award of a contract.

#### ENVIRONMENTAL POLICY

UNHCR's policy is to purchase products and services with the least negative impact on the environment. Environmental considerations, including manufacture, transport, packaging, use, and disposal of goods, are integral to UNHCR's evaluation and selection process.

### **ZERO TOLERANCE POLICY**

Note that UNHCR strictly adhered to a zero-tolerance policy, advising its Suppliers not to offer any gifts, favors, hospitality, commission, etc. to any UNHCR Staff. Any Supplier found engaging in such activities may face sanctions from UNHCR and other UN agencies.

### **SUPPLIER REGISTRATION**

If you have never registered before, register a profile using the registration link: <https://fa-esrv-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification?id=FrIrE9xC081OtFrzT%2FjRWRhyK2OPZgQH%2BUqHNkavrH1nbIHlQeKZxJ%2BRw%3D%3D>

and follow the instructions in guides available on the UNHCR website: [How to become a supplier | UNHCR](#). You may need to connect via a VPN before logging.

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from the previous registration. In case your company is not registered in UNHCR online portal, kindly send an email to [syrdasyrcopro@unhcr.org](mailto:syrdasyrcopro@unhcr.org) as soon as you are aware of this invitation and UNHCR can assist in creating your company profile in the online portal so you can submit your offer with no delay. If you are already registered and you can't determine your company supplier ID, please send a notification to [syrdasyrcopro@unhcr.org](mailto:syrdasyrcopro@unhcr.org) and we shall inform you.

**Important:** UNHCR can guarantee support for any technical issue you might have during the submission of your offer if requested one or two days before the closing date, we encourage all bidders to make sure all technical requirements are fulfilled for sufficient days before the bid closing date.

### **ELIGIBILITY CHECK**

A prerequisite for any supplier to be deemed eligible for an award of the 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/securitycouncil/#entities>.

OFAC/US Sanction Lists, available at: <https://sanctionssearch.ofac.treas.gov/>

EU Sanction List, available at: <https://www.sanctionsmap.eu/#/main>

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.

#### **Supplier Registration:**

The qualified company (s) 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;

### **COMMERCIAL/REGISTRATION DOCUMENTS:**

As part of the formal verification on your company's eligibility for registration as a UNHCR vendor, your offer must contain:

- **Annex D:** Your Company should complete, sign, and submit the Vendor Registration Form must include information on company's business bank account.
- **Annex E:** UNHCR's General Conditions of Contracts for the provision of goods.
- **Annex F:** UN Supplier Code of Conduct.
- **Annex G:** Declaration of Vendor's Eligibility - accept all mandatory requirements by fixing signature and company stamp;

•**Sanctions List:** Your submission checklist in the Declaration of eligibility (Annex G) should also contain your confirmation that your company is not on the United Nations Security Council Sanctions List; the UN Secretariat Procurement Division list of suspended or removed vendors; UNGM/World Bank list of suspended or debarred vendor; EU sanctioned vendors.

- Valid Business/Commercial Registration Certificate with English translation (valid during 2026). Three (3) years of operation is a minimum, counted from the closing deadline of this tender.  
*In case of submission relying on experience of a company belonging to the same economical group, UNHCR may consider the oldest company profile if the bidder provides proper evidence of the connection.*
- Bank Account Statement, please refer to the below notes regarding the bank account statement to be provided:
  - ✓ Bank Account Number and Name, Swift and IBAN code and issued recently (within 2 months)
  - ✓ Tables with bank account details are NOT acceptable.
  - ✓ No need to disclose bank account statements figures/balances, you can blind them.
  - ✓ Letter issued by the supplier with the bank account details are NOT acceptable.
  - ✓ Bank Account Name shall match the legal entity name bidding to this tender.
  - ✓ Electronic Bank Account Statements issued by the bank's website are acceptable.
  - ✓ Letters issued from the Bank are not acceptable.
  - ✓ Tax ID/ Tax Registration number / D-U-N-S number shall be confirmed. If applicable.
  - ✓ Tax statement /Tax proof clearly showing the taxpayer ID/ tax registration number under Attachments. If applicable.
- Financial statements or audit report in the country of registration for minimum of two (2) years of the last three (3) fiscal years (i.e. 2023, 2024 and 2025), duly certified by an accredited accountant or the relevant tax office as per the rules of the country of registration.  
These financial documents should clearly demonstrate the company's financial standing capacity over the stated period, providing insight into its monetary stability throughout the duration of the contract, (regret letters and bank statement are not accepted and will result in disqualification of the bidder).
- If your company is applying as a joint venture: kindly fill in the signed and stamped Annex H - Eligibility on Joint Ventures for Suppliers.

#### **BID ACCEPTANCE**

This frame agreement will be awarded per **delivery terms (DDP-DAP-FCA)**. UNHCR may at its discretion increase or decrease the proposed content/quantities when awarding the contract and will not accept a change to the rates submitted. Any such increase or decrease in the contract duration would be notified to the successful bidder as part of the finalization of the Purchase Orders for the 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 firm 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 **Meeting UNHCR requirements in terms of technical specs provided and price competitiveness** to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

**Important:** The evaluation will be conducted per each Incoterms/location i.e. awarding might be decided per each lot as per the following table:

Lot#	Delivery location/incoterms
1	DDP UNHCR Damascus Warehouse.
2	DAP UNHCR Damascus Warehouse.
3	FCA the named location (confirmed by the bidder).

**IMPORTANT:** it is solely the bidder's responsibility to ensure that the Bank Account of the company is able to receive payments transferred by UNHCR Syria. UNHCR payments are exempted from OFAC Sanctions under Title 31 → Subtitle B → Chapter V → Part 542 → Subpart E → §542.513. UNHCR takes no responsibility for any unsuccessful transfers due to rejection by the Beneficiary Bank.

Due to sanctions (US-OFAC and EU) imposed on the Syrian Arab Republic, the completion of the payment process is subject to the receipt by UNHCR of the clearance provided by the vendor's nominated intermediary/beneficiary bank on accepting the electronic fund transfer.

**As the goods/services will be delivered in Syria, it is the bidder's responsibility to make sure that the bidder and the services are eligible for business according to local Syrian regulations.**

#### **BID SECURITY**

The technical offer shall include a **bid security in the amount of (USD 5,000 or Euro 4,175 or Equivalent in new Syrian Ponds) in the form of a Bank Guarantee or Certified Banker's Cheque** issued by a well-known authorized bank submitted in the company's name. The bid security must be valid for at least 180 days from the tender closing date.

Bidders are required to submit a scanned copy of the bid security as part of their technical offer through Cloud-ERP, while retaining the original document. UNHCR may request submission of the original bid security at a later stage of the evaluation process.

The bid security of unsuccessful bidders will be released upon issuance of the regret letters. The bid security of the successful bidders will be released upon submission of the performance Bank Guarantee and signature of the awarded contract.

Bid Security may be forfeited if:

- The bidder withdraws its offer during the bid validity period specified in the offer; or
- In the case of a successful bidder, the bidder fails to sign the Contract/Purchase Order, which will be considered a refusal of the award.

## TRAIN STOP NO. 3

### REQUIREMENTS

---

Please review carefully the requirements and questions in this section. Provide answers as required and upload supporting documents when requested. Failure to send the requested information may result in disqualification of your offer from further evaluation.

#### **TECHNICAL PROPOSAL:**

##### **I) PRODUCT SPECIFICATIONS:**

Technical Item Description: Detailed description of the technical specifications of the items offered have to be included in Technical Offer Form (**Annex B**).

**SAMPLE:** All offers must be submitted together with **SAMPLES** for all offered items requested within the kit. The sample's submission as per the following details and as per **Annex A-TECHNICAL SPECIFICATIONS**.

The bidder is requested to send **ONE (1) NON-RETURNABLE SAMPLE** of all offered item(s)/sizes within the requested kit as specified in Annex A-Technical Specifications. Samples should be sent to:

The UNHCR Representation in Syria – Attention: UNHCR Warehouse in Rural Damascus-Syria

##### **ADDRESS:**

DHL/UNHCR Warehouse- Ghassouleh Area, Airport Road, Rural Damascus, (GPS Coordinates: 33°24'44.03"N , 36°29'8.57"E)

**LABELLING:** (Samples should be provided in a box labeled with the following):

- i. The bidder's full, company name in clear manner can't be removed.
- ii. The tender reference No. ITB/HCR/SYR/26/2716
- iii. The tender requirement i.e. winter clothing kits
- iv. All items of the kit shall be labeled inside the box with the number of items (item #1, #2, or #3...) The sample(s) must be received by the ITB deadline.

##### **DELIVERY TIME AND DATE:**

- i. The Samples are required to be submitted Between the period 24 May 2026 – 21 July 2026 everyday excluding Fridays from 09:00 HRS to 15:00 HRS Syrian Standard Time.
- ii. Failure to provide the requested samples by the tender submission deadline (21 July 2026 at 15:00 HRS Syrian Standard Time) to the named location ONLY will result in the disqualification of the offer.
- iii. UNHCR will **NOT** take any responsibility for the delays in the delivery of the SAMPLES at the location designated above. No sample will be accepted after the tender submission deadline.
- iv. The bidder is fully responsible for delivering the samples to the mentioned location. UNHCR will not be involved in any part of the delivery process, including at the airport or borders . In case the samples are held, delayed, or stopped at any stage during transit, including customs clearance, UNHCR will not be able to intervene or provide any support at that stage.

**Laboratory Test Certificate:** The bidder shall submit a Laboratory Test Certificate conducted by a laboratory specialized in the offered products.

The Laboratory Certificate shall comply with the requirements outlined in Annex A - Technical Specification of the tender documents and with the following:

- 1) The Certificate is issued by a laboratory in the relevant industry for the offered product.
- 2) The Certificate is dated, and issuance date is not earlier than 6 months before the tender closing date; and
- 3) The Laboratory Certificate result shall demonstrate compliance of the product specification as outlined in Annex A - Technical Specification covering both the Material and Physical Attributes (e.g. Dimensions, Sizes, Color, Weight etc.).

All costs associated with laboratory testing shall be borne by the bidder

UNHCR reserves the right to request awarded bidders to submit a laboratory test report from a testing company recommended by UNHCR.

**Shelf Life:** The bidder shall confirm that the minimum shelf life for all items is five years.

The bidder shall confirm that Maximum time between production and delivery time is one year and a half for all items.

**COUNTRY OF ORIGIN OF THE SUPPLIER AND PLACE OF MANUFACTURER:** The technical offer shall state the country origin in which the supplier is registered as well as the country and place of manufacture of the products.

## **II) PRODUCTION AND DELIVERY CAPACITY:**

Packing and container utilization details: The technical offer shall clearly indicate the packing and transport options (e.g. weight, volume, etc.) In compliance with the packing instructions reflected in Annex A of this ITB. (These are minimum packaging requirements; however, suppliers are encouraged to propose alternative options for better container utilization). The offer should clearly indicate the container utilization details in case of international shipments.

Delivery Capacity (Ready to ship): The bidder shall state the weekly delivery capacity, meaning the number of kits that can be ready to be shipped every week.

The minimum acceptable delivery capacity should not be less than **6,000 kits/week**, upon the purchase order's issuance. Offers with a delivery capacity which is less than 6,000 kits/week might not be further assessed.

The bidder shall confirm the preparation time required to start the delivery i.e. the period between the purchase order award and the start of the delivery process noting that the delivery schedule shall be confirmed with the awarded company after the issuance of the purchase order.

### **Liquidated Damages:**

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 0.1% of the value of the delayed quantity/Services for each day of delay beyond the date upon which the Services were due to be delivered.

### **Mandatory Pre-Qualification Requirements:**

No.	Mandatory Criterion	Requirement	Evaluation Basis
1	Valid Business Registration Certificate submitted	The bidder shall upload a copy of the valid commercial registration document, three (3) years of operation is a minimum, counted from the closing deadline of this tender. The registration document shall be valid upon the submission of the offers.	Pass / Fail
2	Filled and signed Vendor Registration Form submitted (Annex D)	The bidder shall upload a copy of the vendor registration form (Annex D) signed and stamped.	Pass / Fail
3	Valid company business bank account (Annex D)	The bidder shall confirm their banking details in their uploaded copy of the vendor registration form (Annex D).	Pass / Fail
4	Submitted Audited Financial Statements of two years for the past three years	Audited Financial statements or audit report in the country of registration for minimum of two (2) years of the last three (3) fiscal years (i.e. 2023, 2024 and 2025), duly certified by an accredited accountant or the relevant tax office as per the rules of the country of registration.	Pass / Fail
5	Acknowledgement of UNHCR General Conditions of Contract provided (Annex E)	Please acknowledge your acceptance by providing the declaration of eligibility (Annex G) signed and stamped.	Pass / Fail
6	Acknowledgement of UN Supplier Code of Conduct provided (Annex F)	Please acknowledge your acceptance by providing the declaration of eligibility (Annex G) signed and stamped.	Pass / Fail
7	Company is not on the Sanctions List (Annex G)	Please acknowledge your acceptance by providing the declaration of eligibility (Annex G) signed and stamped.	Pass / Fail
8	The bidder/products are eligible for business according to local Syrian regulations	The bidder needs to confirm in the technical offer form (Annex B).	Pass / Fail



9	The required commercial documents will be provided upon shipment in case of award based on FCA or DAP	The bidder needs to confirm in the technical offer form (Annex B).	Pass / Fail
10	Tax Registration document	The bidder shall provide a scanned copy of their valid tax registration document/number.	Pass / Fail
11	Bid Security	Submission of a scanned copy of a Bid Security.	Pass / Fail

#### Technical Requirements:

No.	Technical Criterion	Requirement	Evaluation Basis
1	Compliance with the established UNHCR specifications as mentioned in the technical specifications in Annex A-Technical Specification (List of items per Options).	The bidder shall confirm the technical Specification in the technical offer form (Annex B)	Pass / Fail
2	Provision of the Laboratory Test Certificate for all the items in Compliance with the established UNHCR specifications.	Laboratory Test Certificate: The bidder shall submit a Laboratory Test Certificate conducted by a laboratory specialized in the offered products. The Laboratory Certificate shall comply with the requirements outlined in Annex A - Technical Specification of the tender documents and with the following: 1) The Certificate is issued by a laboratory in the relevant industry for the offered product. 2) The Certificate is dated, and issuance date is not earlier than 6 months before the tender closing date; and 3) The Laboratory Certificate result shall demonstrate compliance of the product specification as outlined in Annex A - Technical Specification covering both the Material and Physical Attributes (e.g. Dimensions, Sizes, Color, Weight etc.). All costs associated with laboratory testing shall be borne by the bidder UNHCR reserves the right to request awarded bidders to submit a laboratory test report from a testing company recommended by UNHCR.	Pass / Fail
3	The provision of Reference Samples for all items with labels as mentioned in the technical specifications in Annex A.	The bidder shall confirm that one set of <b>NON-RETURNABLE</b> samples will be provided to UNHCR by the bid closing date to UNHCR Warehouse Located in Rural Damascus -Syria. <b>Ideally the sample should be from the same batch for which lab-test report is submitted.</b>	Pass / Fail
4	Maximum production and delivery period	The bidder shall confirm that Maximum time between production and delivery time is one year and a half for all items.	Pass / Fail
5	Shelf-life Requirements	The provision of the shelf-life and usable lifespan for the offered item(s) as mentioned in the technical specifications in Annex A	Pass / Fail
6	The minimum acceptable weekly delivery capacity is 6,000 kits.	The bidder shall confirm the delivery capacity in Annex B.	Pass / Fail

#### **IMPORTANT Notes:**

- Industry practice generally focuses on whether test reports are representative of the offered product and current production, combined with the right to request re-testing if needed.
- UNHCR reserves the right to request awarded bidders to submit a laboratory test report from a testing company recommended by UNHCR.
- The bidder shall meet all Mandatory Pre-Qualification Requirements to be eligible for next stage(s) in the evaluation process.
- The bidder shall meet all Technical Requirements to be eligible for financial evaluation.

#### FINANCIAL OFFER AND PAYMENT CONDITIONS

The Financial Offer shall be submitted in accordance with the Financial Proposal Form (Annex C). Bidders may submit their offers in Syrian Pounds (SYP), United States Dollars (USD), or Euro (EUR).

For evaluation purposes only, all offers submitted in currencies other than Syrian Pounds (SYP) shall be converted into a single evaluation currency using the applicable United Nations Operational Rate of Exchange (UNORE) in effect on the date of bid closing.

The applicable United Nations Operational Rate of Exchange (UNORE) can be accessed at: United Nations Operational Rates of Exchange

In accordance with applicable regulations and operational banking arrangements in the Syrian Arab Republic, payments effected through banks located in Syria shall be made in Syrian Pounds (SYP). Where applicable, conversion from the contractual currency into Syrian Pounds (SYP) shall be calculated using the United Nations Operational Rate of Exchange (UNORE) applicable on the date of payment.

The Financial Offer must cover all costs associated with the provision of the goods and/or services, including all applicable taxes, duties, transportation, insurance, labour, administrative charges, and any other related costs, unless otherwise specified in the solicitation document. Bids with materially different pricing structures may be rejected.

#### **ANTI-MONEY LAUNDERING (AML) AND PAYMENT COMPLIANCE**

As part of UNHCR's risk mitigation and due diligence measures in accordance with the UNHCR Policy and Procedures on Anti-Money Laundering (UNHCR/HCP/2014/5), all bidders and contractors shall comply with applicable anti-money laundering, counter-terrorism financing, sanctions, and financial integrity requirements.

Payments shall only be made to a bank account held in the legal name of the contracted supplier/vendor. The legal name and banking details provided by the supplier in the vendor registration records must exactly correspond with the legal entity name reflected in the submitted offer, contractual documents, and supporting registration documentation.

Any request for payment to:

- a personal bank account;
- a third-party account;
- an intermediary account; or
- a bank account under a name different from the legally contracted entity,

may be rejected by UNHCR and may result in additional due diligence measures, suspension of payment processing, vendor review, or disqualification from the procurement process.

For payments to bank accounts located outside the Syrian Arab Republic, UNHCR reserves the right to request additional supporting documentation, including but not limited to:

- proof of account ownership;
- banking verification documentation;
- corporate registration records;
- beneficial ownership information; and

any other documentation deemed necessary for anti-money laundering and compliance verification purposes.

UNHCR further reserves the right to reject, suspend, or terminate any procurement process or contractual relationship where suspicious financial transactions, inconsistencies in vendor identity, false invoicing, unusual payment arrangements, sanctions-related concerns, or other red-flag indicators associated with money laundering or terrorist financing are identified.

No payments shall be made to entities or individuals subject to applicable United Nations Security Council sanctions or other applicable United Nations restrictions in addition to the restriction's sanctions imposed by EU, US/OFAC.

#### **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 تمتلك حسابا مصرفيا تجاريا أو في حال عدم تطابق اسم الشركة الوارد في السجل التجاري مع اسم الحساب المصرفي

Please Note: UNHCR only accepts Commercial Bank Account. Bids with Personal bank account will not be accepted.

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 120 days from the deadline for submission. UNHCR will make its best effort to select a company within this period. The standard payment terms of UNHCR are net 45 days upon satisfactory delivery of goods and/or services, receipt of the invoice (and supporting documents), and acceptance thereof by UNHCR.

Due to sanctions (US-OFAC and EU) imposed on the Syrian Arab Republic, the completion of the payment process is subject to the receipt by UNHCR of the clearance provided by the vendor's nominated intermediary/beneficiary bank on accepting the electronic fund transfer.

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.

The financial offer should be submitted in both PDF (stamped, dated, and signed) and EXCEL versions.

In case of any contradiction between the prices stated in the signed and stamped financial proposal form (Annex D) and the prices submitted in Cloud ERP, the prices stated in the signed and stamped financial proposal form shall be considered.

#### **Technical Evaluation:**

For the award of this project, UNHCR has established evaluation criteria which governs the selection of offers received. Evaluation is made on a technical and financial basis.

The bidder shall meet all Mandatory Pre-Qualification Requirements to be eligible for technical evaluation.

The bidder shall meet all technical Requirements to be eligible for financial evaluation.

#### **Financial Evaluation:**

The Financial Proposal will be based on the lowest price offer per kit per each lot required, the prices will be required as per the following structure:

Lot#1-DDP UNHCR Rural Damascus warehouse: The bidder shall submit his price per kit per each UNHCR warehouse location i.e. Rural Damascus, Homs, Tartous, Aleppo and Qamishly. Under these incoterms (DDP), the bidder shall be responsible to bear all costs until the items are delivered to UNHCR warehouses.

Lot#2-DAP UNHCR Rural Damascus warehouse: The bidder shall submit his price per kit per each UNHCR warehouse location i.e. Rural Damascus, Homs, Tartous, Aleppo and Qamishly. Under these incoterms (DAP), the bidder shall be responsible to bear all costs until the items are delivered to UNHCR warehouses except for the customs duties which will be carried out by UNHCR provided the shipment was shipped from outside Syria and the consignee name is UNHCR Syria. This term is not applicable for the importation of the raw materials with the manufacturing process to be conducted with Syria but with all items of the kit are being manufactured and assembled in kits and shipped to Syria.

FCA a specific location: The bidder shall submit his price per kit delivered to his specific FCA location (named by the bidder). Under these incoterms (FCA), the bidder shall be responsible on all costs until the items are delivered to specific location named by the bidder.

The details of the submission of the offers per the above-mentioned incoterms are detailed within the financial offer form (Annex C), UNHCR encourages all bidders to submit their prices per all lots as awarding plan shall be determined by UNHCR based on the best offer received by the above options meeting the best interest of UNHCR requirements.

**Important:** Kindly upload financial proposal documents in the Financial Section (Financial Evaluation - Commercial) only. If your financial proposal is visible in any part of the technical section, your proposal will be disqualified.