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

DATE: 18.07.2019

INVITATION TO BID: No. ITB 2019-04

For the establishment of Frame agreement(s) for provision of transportation services of UNHCR cargo within Ukraine

CLOSING DATE AND TIME: 15.08.2019 – 23:59 hrs EET

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 environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see http://www.unhcr.org.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Representation in Ukraine (referred to hereinafter as UNHCR), invites qualified suppliers and manufacturers to make a firm offer for the establishment of a Frame agreement for the provision of transportation services of UNHCR cargo within Ukraine.

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

UNHCR may award a Frame agreement with initial duration of 1 (one) year with possible extension for another 2 (two) years. The successful bidders will be requested to maintain their quoted price for the duration of the Frame Agreement(s).

Description of the required services:

- Transportation of UNHCR cargo in trucks of 1.5 up to 20 tones according to **Annex A** within the territory of Ukraine including non-governmentally controlled areas (NGCA) of Donetsk and Luhansk regions.

Proposals will be considered for all zones only, as requested in Annex A.

Please note that figures have been stated in the Terms of Reference to enable bidders to have an indication of the projected requirements. **It does not represent a commitment that UNHCR will purchase the above volume of services.** Volumes may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Frame Agreement. UNHCR reserves the right to adjust the required volumes and to make partial awards if deemed necessary and/or appropriate.

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 Contract with other UN Agencies.

IMPORTANT:
When a Contract is awarded, either party can terminate the agreement only upon 90 days (3 months) 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 Services shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

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: Terms of Reference
Annex B: Technical Offer Form (should be submitted in PDF and Excel)
Annex C: Financial Offer Form (should be submitted in PDF and Excel)
Annex D: UNHCR General Conditions of Contracts for the Provision of Services
Annex E: Vendor Registration Form
Annex F: UN Supplier Code of Conduct

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to usoltsev@unhcr.org as to:

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

IMPORTANT:
Failure to send the above requested information may result in disqualification of your offer from further evaluation.

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to Mr. Anatolii Shcherbyna, Senior Supply Assistant at shcherby@unhcr.org
The deadline for receipt of questions is 23:59 hrs EET on 05.08.2019

IMPORTANT:
Please note that Bid Submissions are **not** to be sent to the e-mail address above.

UNHCR will compile the questions received. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once **OR** will respond to these at the supplier conference. After the supplier conference, a Questions & Answers document will be prepared and posted on the UNHCR website.

2.4 YOUR OFFER

Your offer shall be prepared in English or in Ukrainian.

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. 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 set of documents:

- Technical offer (Content defined in Annex A and B)
- Financial offer (Content defined in Annex C)
- Vendor Registration Form (Content defined in Annex E)
- UNHCR General Conditions of Contracts for the Provision goods (Content defined in Annex D)
- UN Supplier Code of Conduct (Content defined in Annex F)

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 services requested by UNHCR can be found in **Annex A** and a technical offer form should be submitted as per **Annex B.**

Your technical offer should clearly state whether or not the services you are offering are fully conforming to the specifications given. Clearly state and disclose any discrepancies with the specifications given.

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

Description of services: The technical offer shall clearly indicate transportation options in compliance with the requirements part of **Annex A** and **Annex B** to this ITB.

Responsibility: The technical offer shall clearly indicate possibility of providing logistic responsibility for transportation of UNHCR goods part of **Annex B** to this ITB.

Time for request processing and delivery of services: The bidder shall state the time required for processing of request and delivery of services from the moment of UNHCR service order, part of **Annex B** to this ITB.

Certificate: If available, the bidder shall submit a copy of internationally recognized quality certificate.

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

UNHCR General Conditions for Provision of Services: Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods by signing **Annex D.**

The bidders shall also provide documents evidencing experience of providing transportation services under time-bound contracts at least 3 years. Availability of recommendation letters will be considered as an asset.

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial offer** must contain an overall offer in a single currency in US Dollars. Please note that in case your company is chosen for cooperation, calculations and payments will be made either in USD or in UAH according to UN exchange rate at the date of Purchase Order. UN operational rate can be found on https://treasury.un.org/operationalrates/OperationalRates.php

The Financial offer is to be submitted as per the Financial Offer Form (**Annex C**). Bids that have a different price structure may not be accepted.

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

You are requested to hold your offer valid for 60 days from the deadline for submission. UNHCR will make its best effort to select a company within this period.

The pricing model quoted in your offer in USD with payment in UAH at the prevailing UN exchange rate, shall remain valid for the duration of the Contract, that is for a total period of 3 years.

UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

2.5 BID EVALUATION:

2.5.1 Supplier Registration:

The qualified suppliers will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial standing,
- Core business,
- Track record,
- Contract capacity.

This will be followed later by performance evaluation as a supplier such as:

- Random / periodic testing of the supplier's products,
- Ability to respond quickly to Agency's needs,
- Timely delivery,
- Dependability of products and services.

2.5.2 Technical and Financial evaluation:

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

Evaluation Criteria	Yes/No
A. Main documents are compliant with requirements of this ITB.	
B. Proposal corresponds to required specification, i.e. all zones are covered, cargo insurance provided, fleet and vehicles capacities comply with UNHCR requirement etc.	
C. Arrival of transport upon request is within 24 hours.	
D. Experience of providing transportation services under time-bound contracts at least 3 years.	

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 SUBMISSION OF BID:

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

Bids should be submitted by e-mail and all attachments (Annex B, Annex C, Annex D, and Annex E) should be in PDF format, signed and stamped. (Copies of the PDF format documents may, as an addition, be included in Excel (Annex B, Annex C) or other formats etc.).
The Technical and Financial offers shall be clearly separated.

Bid must be sent by e-mail ONLY to: UNHCR-UKR-tendercommittee@unhcr.org

IMPORTANT:
The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification.

Deadline: 15/08/2019, 23:59 hrs EET.

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.

Receipt of your bid submission will be acknowledged through an automated reply. Your automated reply must be dated before the deadline of 15 August 2019 23:59 HRS EET. The automated reply is confirmation of receipt of your email in relation to the procurement notice, it does not imply your offer has been accepted. On the other hand, only offers with an automated reply from **UNHCR-UKR-tendercommittee@unhcr.org** mailbox dated on or before the deadline date/time will be considered for evaluation. In case your submission by email did not generate an automated reply, please call the main Reception at +38 (044) 288 9424 or 9710 It is your responsibility to verify that all e-mails have been received properly before the deadline. UNHCR does not assume any responsibility for any delays engendered by network problems, etc.

Please be informed that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of [**8**] **Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in e-mail subject field:
- Bid ITB 2019-04
- Name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

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.

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

Contract issued as a result of this ITB will be made in US Dollars. Calculations and payments will be made in local currency according to UN exchange rate at the date when Purchase Order is issued and in accordance to the General Conditions for the Purchase of Services. 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 D**) 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.

Lidiya Usoltseva, Supply Associate

UNHCR Representation in Ukraine