



# UNHCR

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

DATE: 25/03/2022

REQUEST FOR EXPRESSION OF INTEREST: 2022\_EOI\_002  
FOR THE PROVISION OF STANDARD CORE RELIEF ITEMS  
TO UNHCR GLOBAL OPERATIONS

**CLOSING DATE AND TIME: 11/04/2022 – 23:59 hrs CET**

This Request for Expression of Interest (EOI) seeks to identify potential suppliers or manufacturers – with a minimum of 5 years of experience – for the provision of standard Core Relief Items (CRIs). The manufacturers must demonstrate good production capacity.

This information is sought for planning purposes only. Therefore, this EOI is not a solicitation and will not result in a contract, nor does it create any obligation on the part of UNHCR. **Current FA holders with UNHCR for the required items should not submit an Expression of Interest.**

### **1. Introduction to UNHCR:**

The Office of the United Nations High Commissioner for Refugees was established in 1950 by the United Nations General Assembly to lead and co-ordinate international actions to protect refugees and to identify lasting solutions for them. The organization's primary purpose today is to safeguard the rights and well-being of refugees, forcibly displaced communities and stateless people worldwide.

In more than six decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 16,800 people in 134 countries work to help about 70.8 million displaced people. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

### **2. Background:**

UNHCR currently has valid Frame Agreements for the supply of standard Core Relief Items. However, faced with new challenges brought by the Ukraine crisis, **UNHCR is seeking potential additional sources for the required items.** The purpose of this EOI is to assess the market and avail capacity of suppliers to deliver the items as per UNHCR requirements, prior to launching a formal public tender. The items listed under 3.1 represent an indication and may vary by the time of tender launch.

### **3. Description of requirements:**

3.1 UNHCR is seeking Expressions of Interest for the supply of the below standard CRIs.

- Blanket High Thermal and Medium Thermal
- Jerrycan collapsible
- Tarpaulins 4X5 M
- Kitchen Sets
- Solar Lamp

The suppliers must demonstrate good sourcing capacity, and manufacturers must demonstrate good production capacity. A minimum of 5 years of experience is required in the supply or production of these items.

3.3 In the annex A, you will find UNHCR General Conditions of Contracts for the Provision of Goods and Services 2018. Suppliers are required to state in their response to the EOI their acceptance of such General Conditions of Contracts.

3.4 This EOI does not constitute a solicitation. UNHCR reserves the right to change or cancel the requirement at any time during or after the EOI. UNHCR also reserves the right to require compliance with additional conditions as and when issuing a formal solicitation. Submitting a reply to the EOI does not necessarily guarantee participation in the solicitation when issued.

#### **4. Request for clarification**

Vendors are required to submit any request for clarification in respect of this EOI by e-mail to Viktoria Retyi, Senior Procurement Associate at [retyi@unhcr.org](mailto:retyi@unhcr.org).

**The deadline for receipt of questions is 23:59 hrs CET on 31/03/2022.**

**IMPORTANT:** Please note that EOI Submissions are **not** to be sent to the staff member and e-mail addresses above.

UNHCR plans to reply to all questions shortly after they are received. UNHCR may, at its sole discretion post the list of compiled questions on-line on UNGM and UNHCR websites.

#### **5. Registration with UNGM**

Vendors are encouraged, if not already done, to register their companies with the United Nation Global Marketplace at [www.ungm.org](http://www.ungm.org).

#### **6. Submission content**

The following documents are to be submitted as part of your EOI submission:

- Signed declaration of expression of interest
- Company profile – please limit to a 3-pager
- Years of experience supplying or manufacturing the same products
- Similar projects conducted in the last 5 years
- Types of commodities you can supply among those listed at paragraph 3 above
- Country of origin of products/sources/manufacturers
- Production capacity and stock availability

#### **7. Submission of EOI**

EOI should be submitted by file (only in PDF) 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 eTenderBox, registration on the website is required. This registration is exclusively for eTenderBox and does not replace any other registrations for UNHCR applications. One Supplier should have only one registered email account in the system. Therefore, the Supplier must use only one eTenderBox account for managing its offers to UNHCR. In case the password is forgotten, that account cannot be used anymore and new registration is required. Registration Guide and User Manual of eTenderBox are available at the above URL.

Uploaded files can be amended by the Supplier while the tender is open. The selected files for upload are submitted when the 'Save & Submit' button is clicked on. Therefore, this button has to be clicked before the deadline expires. If done so, the selected files will be submitted and uploaded successfully even if the deadline expires during the file upload. It is the Supplier's responsibility to ensure that all files of the final offer are submitted by the tender expiration deadline.

Once the deadline for submission is expired, the EOI 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. In order to ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline.

**Closing date for receipt of EOI: 11 April 2022 23:59 hrs CEST**

**IMPORTANT:**

UNHCR may, at its discretion, extend the deadline for the submission of EOIs, by notifying all prospective parties simultaneously.

Annexes:

Annex A: UNHCR General conditions of contract 2018

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



Fabrizio Bertora  
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Division of Emergency, Security and Supply