



**UNHCR**

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

**DATE: 02 September 2022**

**INVITATION TO BID: No. UKRKI/ITB/2022-19**

**FOR ONE-OFF PROCUREMENT OF NFIs BAGS**

**CLOSING DATE AND TIME: 16 September 2022 – 23:59 hrs, Kyiv time**

### **IMPORTANT NOTICE ON ETHICAL CONDUCT**

Under no circumstances should a vendor pay UNHCR or a UNHCR Staff Member for the submission of a quotation, bid or proposal or for the fulfilment of a Contract. This includes any gifts, favors, hospitality, etc. to its Staff Members. Please note that UNHCR strictly follows zero tolerance policy and a such advises its suppliers not to offer any gift, favor, hospitality, etc. to its staff. Be aware that if such payment or non-gifts or favors are made, it would result in the immediate termination of the vendor agreement or contract and the vendor would be disqualified from further Request for Quotations/Invitation to Bid/Request for Proposals with UNHCR. you are advised to read and understand the UN Supplier's Code of Conduct specifically its articles 18 to 21 on Ethical Conduct.

### **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 seven decades, the agency has helped tens of millions of people restart their lives. Today, UNHCR is in more than 135 countries and continues to help about 79.5 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>.

Goods purchased in the framework of this tender will be used to assist vulnerable population in need of humanitarian assistance in Ukraine.

### **1. REQUIREMENTS**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Representation in Ukraine (referred to hereinafter as UNHCR), invites qualified suppliers to make a firm offer for one-off procurement **of NFIs bags for UNHCR projects in Ukraine.**

**IMPORTANT:**

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

The estimated approximate requirements are specified on **Annexes A1 and B**.

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 quantities on Annexes A1 and B. 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 and could form the basis for Purchase Orders with other UN Agencies.

**IMPORTANT:**

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 Goods and Services shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

**IMPORTANT:**

**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 company.

## **2. BIDDING INFORMATION:**

### **2.1. ITB DOCUMENTS**

The following annexes form integral part of this Invitation to Bid:

- Annex A: Specification of NFIs bags
- Annex A1: Technical Offer Form
- Annex A2: UNHCR visibility logo (.eps)
- Annex B: Financial Offer Form
- Annex C: Vendor Registration Form
- Annex D: UNHCR General Conditions of Contracts for the Provision of Goods and Services (rev. 2018)
- Annex E: UN Supplier Code of Conduct
- Annex F: Documentation procedures on tax reporting (for companies with VAT payer status).

### **2.2 ACKNOWLEDGMENT**

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

- Your confirmation of receipt of this invitation to bid;
- Whether you will be submitting a bid;

- The source where you have acquired this tender document (e.g. E-Mail, UNHCR website, zakupki.prom.ua, etc.)

## **2.3 REQUESTS FOR CLARIFICATION**

Bidders are required to submit any requests for clarification in respect of this ITB by e-mail to Supply Unit at the email: **ukrkipro@unhcr.org**

**The deadline for receipt of questions is 08 September 2022 23:59 hrs, Kyiv time.**

### **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 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:**

- signed and stamped: duly filled **Annex A1**, Technical Offer Form;
- duly fulfilled **Annex C**, Vendor Registration Form; **Annex D**, signed UNHCR General Conditions of Contracts for the Provision of Goods and Services; **Annex F**, Documentation procedures on tax reporting; **Annex E**, signed UN Supplier Code of Conduct;
- and any other deemed relevant documentation.

And **separately**:

- **Financial offer** (signed and stamped: duly filled Financial Offer Form, **Annex B**).

### **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 **Annex A**, Specification of requested NFIs bags. Technical offer form can be found at **Annex A1**.

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

**Inspection:** Technical evaluation of goods to be conducted by UNHCR at its own cost. **The bidders are required to provide samples at this stage. The sample must be delivered till 16 September 2022 to: Supply Unit located at Lviv Lypynskogo street 28, The package with sample must contain in English: company name, contact details (contact person's name and mobile of sender).**

The following details (essential documents) shall also be provided in the Technical Offer.

**Statutory and registration documents:** Registration Certificate (the Certificate of State Registration of a Legal Entity or Individual (Private) Entrepreneur: a standard document certifying the fact of making an entry in the Unified State Register on the state registration of a legal entity or an individual (private) entrepreneur **in Ukraine**, with a foundation year min 2 years before the tender deadline), VAT / Single tax-payer certificate, bank certificate etc.

**Country of Origin of the Supplier and place of Manufacture:** The technical offer shall state the country in which the bags are manufactured.

**Branding:** Technical offer shall indicate capacity to place UNHCR logo.

**Certificate:** If available, the bidder shall submit a copy of internationally recognized quality certificate of the manufacturing company together with a copy of quality certificate for the finished product.

**Packaging, labelling for transportation:** The bidder shall describe the proposed packaging for transportation and define a packing unit (PU). The quantity of items in each PU must be standardized and this information must be clearly specified along with its weight, volume, and the equipment required to handle it in the technical offer. Each PU shall carry a label stating the content along with the Purchase Order number.

**Delivery capacity:** The bidder will deliver bags per placed purchase order.

**Delivery lead time:** Please mention your best delivery lead time to the different locations stated in Annex B, Financial Offer Form. All things being equal, offers with shorter delivery lead time will be given preference.

**Location to deliver:** The bidders are required to deliver bags under INCOTERMS 2020 to:

- **DAP KYIV: 121 Kyivsky Shlyach St., Velyka Oleksandrivka, Kyiv oblast, 08320**
- **DAP LVIV: 30 Yavorivska str., Zymna voda village, Lviv region, 81110.**

**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 C**). In case you are registered with UNHCR, your vendor ID should be stated.

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

**UN Supplier Code of Conduct:** Your technical offer should contain your acknowledgement of the UN Supplier Code of Conduct by signing **Annex E**.

**Documentation procedures on tax reporting (for companies with VAT payer status):** Your technical offer should contain your acknowledgement of the documentation procedures on tax reporting by signing **Annex F**.

**Please note that submitting an offer is deemed as acceptance of UNHCR's General Conditions for Provisions Goods and Services even if the UNHCR General Conditions for Provision of Goods and Services and UNHCR Supplier Code of Conduct are not signed as advised.**

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

Your separate **financial offer** must contain an overall offer in a single currency - USD.

The payment could be executed either in UAH at United Nations rate of exchange in effect on the date Purchase Order (PO) issuance following the link <https://treasury.un.org/operationalrates/OperationalRates.php>.

It is to be noted that currently the UN rate of exchange into UAH is lower than the prevailing market rate, and as such it is incumbent on bidder to be prudent while quoting the rates (prices).

The financial proposal must cover all the services to be provided: manufacture of bags, application of UNHCR logo, packaging, delivery to indicated locations and any other related expenditures that may raise (price "all inclusive").

**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 B**. Bids that have a different price structure may not be accepted.

**Unit costs:** UNHCR is exempt from all direct taxes and customs duties. In this regard, price has to be given without VAT. However, if the Bidder is a VAT payer, this must be stated.

You are requested to hold your offer valid for 60 calendar days from the deadline for submission. UNHCR will make its best effort to select a company within this period. The pricing model quoted in the Bidder's (Supplier's) offer will remain valid for the duration of the Contract. UNHCR's standard payment terms are within 30 calendar days after satisfactory implementation and receipt of documents in order.

**IMPORTANT:**

**Please be advised that there is no possibility of advanced payment or partial advanced payment for raw materials from UNHCR. The bidder must be ready to provide with all the**

requested volume and UNHCR will proceed with payments within 30 calendar days after satisfactory implementation and receipt of documents in order.

## 2.5 **BID EVALUATION:**

Each offer will be considered separately and independently. Bidders shall submit a complete offer in order to participate and use all forms and checklists provided. References to previous or on-going offers will not be considered. Award of a previous Contract with UNHCR will not be considered in itself as a preference or guarantee for the award of future solicitations on the same subject. Contract(s) will be awarded to the vendor(s) meeting UNHCR's specification requirement (technically compliant) and offering the lowest prices.

### 2.5.1 **Supplier Registration:**

The qualified supplier(s) will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents.

If your company is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor Registration form, **Annex C** with all following supporting documents:

- Tax Registration:
- Insurance Clearance Certificate, and Tax Clearance Certificate or Certificate of Tax Exemption, if any such privilege is enjoyed by the Bidder.
- Status of the company:
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside of the country.
- Trade name registration papers, if applicable

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 Evaluation:**

The technical component of the submission will be evaluated using the criteria **PASS or FAIL**.

All bids from pre-qualified suppliers will be evaluated based on the below evaluation criteria:

<b>Pre-qualified Mandatory Criteria</b>	<b>Pass / Fail</b>
<b>A. Essential Documents Provided as detailed in ITB</b>	
A.1. Copy of the Certificate of State Registration of a Legal Entity or Individual (Private) Entrepreneur: a standard document certifying the fact of making an entry in the Unified State Register on the state registration of a legal entity or an individual (private) entrepreneur <b>in Ukraine</b> , with a foundation year min 2 years before the tender	

	deadline.	
	A.2. Document(s) of the company registration with the tax services in Ukraine.	
	A.3. Acceptance of UNHCR General Conditions of Contracts for the Provision of Goods and Services (signed/stamped Annex D) and UN Supplier Code of Conduct (signed/stamped Annex E)	
<b>B. Compliance with the established product specifications</b>		
	B.1. Full description of NFI bag submitted	
	B.2. Offered NFI bags meet the relevant standards/specifications.	
	<b>B.3. Provision of samples before tender deadline.</b>	
<b>C. Supply and Delivery capacity</b>		
	C.1. Supply capacity that supports delivery requirements	
	C.2. Proposed schedule of availability of NFI bags ready to be dispatched must suit UNHCR's operational needs	
<b>D. Price maintenance</b>		
	D.1. Statement to maintain price for the quantity of NFIs bags indicated in Annexes A1 and B	

### 2.5.3 Financial evaluation:

The financial component will be analyzed only for those suppliers that pass the technical evaluation.

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

- Compliance with the established UNHCR specifications.
- DAP unit cost.
- Delivery and production capacities.

### 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 (Annexes A1, Annex B, Annex C, Annex D, Annex E and Annex F) should be in PDF format, signed and stamped. (Copies of the PDF format documents may, as an addition, be included in Excel (Annexes A1 and B) or other formats etc.).

**The Technical and Financial offers shall be clearly separated (sent by separate e-mails), and no financial information shall be mentioned in the technical offer.**

**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 e-mails. Failure to do so may result in disqualification.**

**Deadline: 16 September 2022, 23:59 hrs, Kyiv time.**

**IMPORTANT:**

Any bid received after this date or sent to another UNHCR address will be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously by publishing this information at available resources (UNHCR website, zakupki.prom.ua, etc.)

Receipt of your bid submission will be acknowledged through an automated reply. Your automated reply must be dated before the deadline of **09 September 2022 23:59 HRS, Kyiv time**. The automated reply is a 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. 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 aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **20 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 UKRKI/ITB/2022-19
- Name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

*For example: **UKRKI/ITB/2022-19 Company XXX (email 1 of 3)***

**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 been qualified and has been accepted by UNHCR as meeting the technical specifications.

**2.7 BID ACCEPTANCE:**

UNHCR reserves the right to accept the whole your bid.

UNHCR may at its discretion increase or decrease the proposed quantity when awarding the Purchase Order (PO) 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.

UNHCR, at its sole discretion, reserves the right to accept or cancel the entire tender at any stage.



Please note that UNHCR is not bound to select any of the companies submitting bids and does not bind itself in any way to select the company offering the lowest price. Furthermore, the Contract(s) will be awarded to the bid considered most suitable 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 local currency. Payment will be made in accordance to the General Conditions for the Purchase of Goods and Services and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR.

## **2.9 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES**

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.

## **2.10 ZERO TOLERANCE POLICY**

Please note that UNHCR strictly follows zero tolerance policy and as such, advises its suppliers not to offer any gifts, favor, hospitality and commission etc. to UNHCR staff. Any supplier found to be offering gifts, favor, hospitality and commission etc. to UNHCR staff will be placed on United Nations sanctioned list and UNHCR will not do business with them anymore.

## **2.11 THE UN GLOBAL COMPACT**

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, labor, environment and anti-corruption. UNHCR encourage bidders to sign up to this initiative at: <https://www.unglobalcompact.org/>

**UNHCR'S TENDER ARE AVAILABLE FREE OF CHARGE.**

Yohannes Hailu Gebre-Mariam  
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UNHCR Representation in Ukraine