



UNHCR

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

DATE: 20 December 2022

INVITATION TO BID: No. UKRKI/ITB/2022-022

**FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR THE PROVISION OF ICT
EQUIPMENT FOR UNHCR PROJECTS IN UKRAINE**

CLOSING DATE AND TIME: 06 JANUARY 2023 – 23:59 hrs, Kyiv time

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 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, 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 the establishment of a frame agreement for the provision of ICT equipment for UNHCR projects in Ukraine.

IMPORTANT:

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

UNHCR may award Frame Agreement with initial duration of **6 months**, potentially extendable for a further period of **6 months**. The successful bidders will be requested to maintain their quoted price and models for the entire duration of the Frame Agreement.

The estimated approximate requirements are specified on **Annexes A 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 Annex 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:

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.

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 requested ICT equipment
- Annex A1: Technical Offer Form
- Annex B: Financial Offer Form
- Annex C: Vendor Registration Form
- Annex D: UNHCR General Conditions of Contracts for the Provision of Goods (rev. 2018)
- Annex E: Documentation procedures on tax reporting (for companies with VAT payer status).
- 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 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, UNGM website, UNHCR Facebook page etc.)

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 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 27 December 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. Questions & Answers document will be prepared and posted on the UNHCR website or shared by email with all invited bidders.

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
- 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 products technical specification details requested by UNHCR can be found in **Annex A**.

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

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

Company statutory and registration documents: Company Registration Certificate, VAT/Single taxpayer certificate, bank certificate etc.

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 E**.

Offers without the above-mentioned licenses/certificate might not be further assessed.

Submission of technical documents (including – *inter alia* – brochure, technical data sheet, fact sheet) for each offered item. **Offer without brochure may not be considered for further evaluation.**

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

Place of Inspection: An inspection will be conducted at UNHCR Premises upon delivery at our own cost.

Warranty: The bid shall include defects and liability period with terms of warranty. Warranty period to comply with the minimum requested in **Annex A**.

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.

Production and Delivery Capacity: The bidder shall state the mobilization time, ex-stock time quantity, weekly production capacity and weekly delivery capacity.

Liquidated Damages: Please note that - 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 0.3% for each day of delay beyond the date upon which the Goods were due to be delivered.

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: Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods 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 F**.

Please note that submitting an offer is deemed as acceptance of UNHCR's General Conditions for Provisions Goods even if the UNHCR General Conditions for Provision of Goods 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, in **UAH or USD**.

The payment could be executed either in USD, or in UAH at United Nations rate of exchange in effect on the date Purchase Order (PO) issuance following the link: [UN rate of exchange](#).

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: The bidder shall quote the unit price DAP to: Berger Cargo Ukraine Warehouse, Velyka Oleksandrivka village, Kyivsky Shlyach str., 121.

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

If at any time during the terms of the agreement any equipment is replaced or modified by new model and/or better technology, the vendor shall provide UNHCR such new model or better technology at the same price for such equipment or the price of such new model or better technology, whichever is lower.

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:

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:

- Financial standing,
- Core business,
- 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:

For the award of this frame agreement, UNHCR has established evaluation criteria which govern the selection of offers received. Evaluation is made on a technical and financial basis. All bids from pre-qualified suppliers will be evaluated based on the below evaluation criteria:

Evaluation Criteria		Pass / Fail
A. Essential Documents Provided as detailed in ITB		
	A.1. Company Registration Certificate	
	A.2. VAT/Single taxpayer certificate	
	A.3. Bank certificate	
B. Compliance with the established product specifications		
	B.1. Full description of products specification, technical data sheet, and brochure.	
	B.2. Certificate of Origin.	

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.
- 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: 06 January 2023, 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, UNGM website, UNHCR Facebook page etc.)

Receipt of your bid submission will be acknowledged through an automated reply. Your automated reply must be dated before the deadline of **06 January 2023 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 ITB 2022-022
- Name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/3).

*For example: **UKRKI/ITB/2022-022 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 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, or to allow split or partial awards.

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 quantities 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 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 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 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/>



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