

INVITATION TO BID: NO. UKRKI/ITB/2023-04

**ESTABLISHMENT OF A FRAME AGREEMENT FOR THE SUPPLY OF SHIFFERS
(CORRUGATED NON-ASBESTOS ROOFING SHEETS)**

ANNEX A – TERMS OF REFERENCE (TOR)

Background:

Following the recent conflict and the associated damage to houses, apartments and other buildings, UNHCR would like to establish a framework contract (“Frame Agreement”) for the supply of roofing material, i.e., Corrugated Non-Asbestos Roofing Sheets (“Shiffers”).

Tasks:

The successful bidder(s) to supply items specified in Annex A1 (Technical Specifications).

Delivery Location:

DAP UNHCR Kyiv Warehouse (Ukraine).

Timeframe:

The lead time for the provision of up to 200,000 pieces of Shiffers is 90 days from the signature of the PO to arrival in DAP UNHCR Kyiv Warehouse (Ukraine).

Bidders shall commit to the above maximum timeframe of 90 days.

Warranty:

At least ten (10) years warranty period shall be offered.

Replacement of damaged units (damage occurred before UNHCR receives the Shiffers at DAP Kyiv Warehouse) shall be arranged within 60 days.

Unit of measure and unit price considerations:

Unit price shall be given per piece. The unit price in the financial offer should be provided on an all-inclusive basis, including transport until delivery point, i.e., DAP UNHCR Warehouse, Kyiv, Ukraine.

UNHCR does not commit to any minimum quantity to procure throughout the Frame Agreement, furthermore, cannot commit to keep any Minimum Order Quantity. However, UNCHR’s average order size is projected to be 200,000 pieces.

Please note that UNHCR has tax and duty exemption status, therefore please provide your quotation without VAT. However, for bidders registered in Ukraine, in case the bidder is a VAT payer, the VAT has to be clearly and separately indicated in the Financial Offer.

UNHCR's role:

UNHCR will ensure compliance of all items to the agreed specifications as per contractual arrangements, as well as will monitor delivery capacity and lead time kept by the awarded supplier(s).

Bid evaluation:

The supply of Shiffers will be done by the Company identified through a bidding process. The Company's technical compliance will be evaluated by a TEC (Technical Evaluation Committee) against the following requirements (refer to Annex B):

- *Evidence of past contracts - successfully executed - with similar provision of goods*
- *Evidence of producing capacity*
- *Compliance with specifications*
- *Ability to respect delivery timeline*

Payment:

UNHCR will pay following successful delivery of Shiffers and acceptance thereof by UNHCR.

UNCHR does not pay in advance for any delivery.

UNHCR's payment terms is within 30 days following acceptance of delivery of items.