



UNHCR

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

DATE: 31 March 2019

INVITATION TO BID: No. ITB/JAL/003/2019

PROCUREMENT AND DELIVERY OF SHELTER MATERIALS

CLOSING DATE AND TIME: 28 APRIL 2019 – 12:00 hrs AFT

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), Sub-Office Jalalabad, invites qualified suppliers duly registered with the Government of Afghanistan to make a firm offer for the provision of

Shelter materials for the construction of 100 units regular shelter (two rooms along with a corridor plus latrines in line with the agreed design and specification (Please refer to the attached Annex A for further clarification/Information).

IMPORTANT:

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

The required quantity is to be delivered within forty five (30) days from the date of signing the Purchase Order. . Therefore, it is necessary for all suppliers to provide time frame for procurement and delivery of the goods.

Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase the above quantity. 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 Programs shall be entitled to the same prices and terms as those contained in the offers of the successful bidders and could form basis for contract with other UN Agencies.

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.

Price Validity: You are requested to hold your proposal valid for a period of Ninety (90) days from the deadline for submission. The prices should be including delivery to UNHCR/DRC warehouse at an address as,

Opposite to Khaleej Wedding Hall, Mama Mena, Zone#07, Jalalabad City. Afghanistan.

Offers are to be prepared in US Dollar.

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:	This Document (Invitation to Bid)
Annex B:	Financial Offer Form
Annex C:	Technical Specifications
Annex D:	Delivery Time Frame
Annex E:	Vendor Registration Form
Annex F:	UNHCR General Conditions of Contracts for the Provision of Goods – <i>July 2018</i>

2.2 ACKNOWLEDGMENT

Please kindly acknowledge the receipt of this ITB by reply email to: nasim@unhcr.org and eamal@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. Mohammad Nasim, Supply Associate at nasim@unhcr.org with a copy to Mr. Mohammad Eamal at eamal@unhcr.org. **The deadline for receipt of questions is 12:00hrs AFT on 20 April 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.

2.4 YOUR OFFER

Your offer shall be prepared in English.

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 two sets 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 technical details of the products requested by UNHCR can be found in **Annex C**.

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

Please include the following as part of your technical offer:

- Confirmation letter that the goods/services you are offering meet technical specifications stated above.
- Supplier valid copy of business license.
- Supplier List of similar work carried out in the past together with a client's list
- Bidders Delivery plan

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

Delivery Capacity: The bidder shall clearly state the mobilization time, delivery capacity per week and complete delivery time frame.

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

IMPORTANT:

If you have alternative product to offer, please clearly indicate the advantages over the standard items (**Annex C**). Do not send only an offer for an alternative product, i.e. these should be send in addition to an offer for the standard items requested. Do not send any samples of the products at this stage.

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial offer** must contain an overall offer in a US dollars.

Unit Costs: The overall unit price will include,

- Cost of items.
- Transportation cost.
- Any other cost associated to the procurement & delivery of the items,

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.

The following details shall be provided for each item:

You are requested to hold your offer valid for Ninty (90) days from the deadline for submission. UNHCR will make its best effort to select a company within this period.

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 UNHCR will use a two- stage Pass/Fail evaluation system to assess your technical bids, which are as following:

- Stage 1: Availability of the following document:
 - Confirmation letter that the goods/services you are offering meet technical specifications stated above.
 - Bidder valid copy of business license.
 - Bidder List of similar work carried out in the past together with a client's list
 - Bidder Delivery plan as per **Annex D**
 - Dully filled Vendor Registration Form, **Annex E**
 - Acknowledgement of the UNHCR General Conditions for Provision of Goods by signing **Annex F**.

UNHCR will contact the bidders and request for any of the above documents if not submitted with the technical offer. In case the bidders are not able to provide UNHCR with the above requested documents, they will not qualify for the second stage of the evaluation.

- Stage 2: All bidders are requested to provide samples of the materials listed under Annex B. The samples will be evaluated by a designated sample evaluation team in accordance with the specifications stated in **Annex C**. Any sample not meeting the established specifications would fail and will not qualify for financial evaluation.

Only bidders who pass the two-stage technical evaluation will qualify for financial evaluation and have financial offers opened.

2.6 SUBMISSION OF BID:

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

Please note that the Technical and Financial proposals shall be placed in two separate envelopes, clearly marked as Technical Proposal & Financial Proposal. Both envelopes must then be put in a third outer envelope marked clearly with the ITB number and closing date.

- Attention: UNHCR Sub-Office Jalalabad
- Delivery place: 797, Street # 12, Zone # 3, P.O. Box 3232, Jalalabad. Afghanistan
- Bid Reference: ITB/JAL/003/2019
- Closing date: **28 April 2019** Closing time: **12:00 hrs (Local Time)**

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.

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

Any Purchase Order (PO) issued as a result of this ITB will be made in the currency of the winning offer(s). 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
[AND SERVICES]**

Please note that the General Conditions of Contracts (**Annex F**) 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.


Signature

Mohamed Shekimweri
Head of Sub-Office
UNHCR Sub-Office, Jalalabad, Afghanistan

