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

INVITATION TO BID: No. ITB/COK/026/2019

SUPPLY & DELIVERY OF WOMEN UNDERWEAR TO UNHCR OFFICE IN KABUL UNDER A TWO + ONE YEAR FRAME AGREEMENT

CLOSING DATE AND TIME: 10 NOVEMBER 2019, 13:00 HRS (LOCAL TIME)

DATE: 10 OCTOBER 2019

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 six decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 10,750 people in more than 128 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) in Kabul invites qualified suppliers duly registered with the Government of Afghanistan to make a firm offer for the establishment of Frame Agreement(s) for the supply and delivery of **women underwear as per the attached Annex A** (referred to hereinafter as **goods**).

UNHCR may award Frame Agreement(s) with initial duration of two (2) years, potentially extendable for a further period of one (1) year. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

The estimated monthly requirement of UNHCR is indicated in the attached **Annex A**. 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 against the Frame Agreement.

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 a Frame Agreement with other UN Agencies

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IMPORTANT INFORMATION:

It is strongly recommended that this Invitation to Bid (ITB) 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 firm.

2. BIDDING INFORMATION

2.1 ITB DOCUMENTS

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

Annex A: Financial Offer Form
Annex B: Vendor Registration Form
Annex C: UNHCR General Conditions of Contracts for the Provision of Goods and Services

2.2 ACKNOWLEDGMENT

We would appreciate you informing us of the following on this ITB by return e-mail to the Supply Chain Unit at afgkascu@unhcr.org.

- Your confirmation of receipt of this ITB
- Whether or not you will be submitting an offer

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to the following address:

- afgkascu@unhcr.org Copy: - constant@unhcr.org & karimif@unhcr.org

The deadline for receipt of questions is Thursday, 24 Oct 2019

IMPORTANT:
Do not send bids to the above email addresses. Only Queries and questions on this ITB can be sent to the above address.

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.

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.

Your offer shall comprise of the following two sets of documents:

- Technical offer
- Financial offer

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2.4.1 Content of the Technical Offer

Please include the following as part in your technical offer:

- Duly completed vendor registration from – only if you are not already registered with UNHCR.
- Confirmation letter that the goods/services you are offering meet technical requirement stated in Annex A.
- Supplier profile and a valid copy of your business license

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

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

Certificate: If available, the bidder shall submit a copy of quality certificate for the finished product or laboratory test.

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 Service by signing **ANNEX C.**

2.4.2 Content of the Financial Offer

Your separate financial Offer must contain an overall offer in a single currency and is to be submitted as per the **Financial Offer Form** (**Annex A**). Bids that have a different price structure may not be accepted.

The following details shall be provided for each item:

Unit costs, including delivery to UNHCR Office in Kabul to be clearly listed in the Financial Offer form.
Total Costs: To be clearly listed in the Financial Offer.
Delivery Capacity: To be clearly identified in the financial Offer form.

Your prices offered for women underwear must remain unchanged for the duration of the Frame Agreement (2 + 1 years).

UNHCR is exempt from all direct taxes and customs duties. With this regard, price has to be given without VAT. **Any types of tax that may be imposed by the government on the services, should be dealt with by the bidder.**

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.

Validity: **You are requested to hold your offer valid for a period of 60 days from the deadline for Price submission**. UNHCR will make its best effort to select a firm within this period.

3. BID EVALUATION:

The offers from all bidders will be evaluated on the basis of a Pass/Fail criteria, focusing on the documents requested under para. 2.4.1 (contents of the technical offer) including a physical sample evaluation. **Please provide a sample (s).**

Failure to submit the requested documents and samples of the women underwear will result into disqualification of your offer.

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Selection Criteria: Technically compliant offer from qualified and competent supplier at the lowest cost to UNHCR meeting UNHCR specifications, quality and time.

UN Global Compact and other factors: 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, labour, environment and anti-corruption. We encourage our Contractors to sign up with the UN Global Compact Initiative.

4. Supplier Registration:

The qualified suppliers will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Financial standing,
- Core business,
- Track record,
- Contract capacity.

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.

5. SUBMISSION OF BID:

The offers must bear your official letter head, clearly identifying your company. The offers should be sent and sealed in an outer and two inner envelopes, the first one marked: "Technical offer" and the second one: "Financial offer". Please write the ITB number and closing date on the outer envelope and submit to UNHCR as follows:

- Attention: The Secretary of the Local Committee on Contracts
- Delivery place: ICON Compound, Supreme Road, District # 9, Jalalabad Road, Kabul, Afghanistan
- Bid Reference: ITB/COK/026/2019
- Closing date: 10 Nov. 2019, 13:00 hrs local time
- Closing time: 13:00hrs (Local Time)

IMPORTANT:

Any Offer received after this date, not conforming to the requested formats, or sent to a Recipient other than stated above, will not be considered. UNHCR may, at its discretion, extend the deadline for the submission of offers, by notifying all prospective bidders simultaneously.

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.

6. BID ACCEPTANCE:

UNHCR reserves the right to accept or reject the whole or part of your offer without having to assign a reason whatsoever and will not be obliged to accept the lowest offer.

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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.

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.

7. CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this ITB will be made in USD. Payment will be made in accordance to the General Conditions for the Purchase of Goods and services in the currency of the PO. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

8. UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES

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

9. ZERO TOLERANCE POLICY.

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

John C. Melkenbeek

Senior Supply Officer
UNHCR Country Office
Kabul, Afghanistan

REPRESENTATION IN AFGHANISTAN
UNHCR
The UN Refugee Agency
KABUL

Annex A

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

ITB/COK/026/2019

Financial Offer Form

Your price proposal should include the following information:

- **Unit Cost:** To be clearly listed in the Financial Offer.
- **Total costs, including delivery:** To be clearly listed in the Financial Offer
- **Delivery time**: to be clearly identified in the Financial Offer

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10 Oct 2019

Please Provide Sample (s).

Description	UoM	Estimated Quantity/Annum	Unit Cost (USD)	Total Cost (USD)
Women Underwear, to be soft and good quality. دنرخ سره د سمپل تسلیمول هم ضروری دی.	Pc	150,000		
Total cost, including delivery: *Delivery Address: UNHCR warehouse in Kabul, located on Jalalabad Road, next to Police Training Academy, Ninth District Police Station*				
Delivery Capacity/week:(please specify the total quantity your Company in a week):				
دیادونی وړده چه د (یو ان اچ سی ار) کابل دفتر د ټولوبیه ورکوونکو څخه هیله کوی چه د نیکر نمونه هم دخپل بیی سره یو ځای تسلیم کړی ترڅو تخنیکی کمیسیون وکولای شی یوه مناسبه نمونه وټاکی. د (یو ان اچ سی ار) دفتر به د ټولو هغه بیه ورکوونکو نه چه نمونه یا سمپل یی نه وی انتخاب شوی غوښتنه وکړی چه خپلی نمونی د پنخلس (۱۵) ورخو په موده کی دکومی نیتی نه چه دوی ته خبرورکړل شوی وی بیرته تر لاسه کړی. وروسته له دغه ټاکل شوی مودی څخه به ټولی نمونی د تخریب وړوی. قابل تذکر است که دفتر (یو ان اچ سی ار) در کابل ازتمام نرخ دهنده گان تقاضا به عمل می اورد که نمونه یا سمپل نیکر را همرای نرخ خود یکجای تسلیم نمایند تا کمیسیون تخکنیکی بتواند یک سمپل مناسب را انتخاب نماید. دفتر (یو ان اچ سی ار) از انعده نرخ دهنده گان که سمپل های شان قابل تایید نمیباشد تقاضا خواهد کرد که در ظرف پانزده (۱۵) روز بعد ازتاریخ اطلاع سمپل های شان را ازدفترمذکور دوباره بدست بیاورند. بعد از مدت تعین شده تمام سمپل ها قابل تخریب میباشند.				

Please provide the following information:

Company's Name	
Company's Address	
Contact Name	
Contact Details (phone/e-mail)	
Sign/Stamp	