



UNHCR

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

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INVITATION TO BID: No. ITB/COK/009/2020

ESTABLISHMENT OF A TWO PLUS ONE YEAR FRAME AGREEMENT FOR
PROVISION OF BACK UP INTERNET SERVICES FOR UNHCR OFFICES IN AFGHANISTAN

CLOSING DATE AND TIME: SUNDAY 10 MAY 2020 – 16:00 HRS LOCAL TIME

DATE: 07 April 2020

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) in Kabul invites qualified suppliers duly registered with the Government of Afghanistan to make a firm offer for the establishment of a **Frame Agreement for the provision of Internet Services for UNHCR Offices in Afghanistan, as per the attached Financial Offer form, Annex A:**

The offer of the winning bidder will be the basis for establishment of a Frame Agreement (back up) for a **period of two year with a possibility of extension for a further period of one more year subject to satisfactory provision of the required services.**

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 required services in full. The number of the links or dedicated Mbps 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 Programs 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.

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

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 firm.

2. BIDDING INFORMATION:

2.1. ITB DOCUMENTS

The following annexes form 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 Services– 2018

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, copying to karimif@unhcr.org.

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid

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 addresses:

afgkascu@unhcr.org, copying to mohammed@unhcr.org and karimif@unhcr.org.

The deadline for receipt of questions is Thursday, 23 April 2020 at 1600 hrs

IMPORTANT: Please note that Bid Submissions are **not** to be sent to the e-mail address above.

UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

3. 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

3.1 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

Your technical offer should clearly state whether or not the services you are providing are fully conforming to the requirement given. Clearly state and disclose any discrepancies with the requirement given.

Please include the following as part of your technical offer:

- Supplier profile and a valid copy of your business license.
- List of similar services carried out in the past together with a client's list

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

- **Vendor Registration Form:** Duly completed vendor registration form – only if your company is not already registered with UNHCR.

UNHCR General Conditions for Provision of Services: Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of services by signing **and/or stamping this document.**

3.2 Content of the Financial 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 Financial offer
- Your **Financial Offer** must contain an overall offer in a single currency (US\$ dollars) 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 prices offered should remain valid for the duration of the Frame Agreement (**two plus one year**)
- 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.

4. BID EVALUATION:

The offers from all bidders will be evaluated on the basis of a Pass/Fail criteria considering the following points;

- Duly completed vendor registration form – only if you are not already registered with UNHCR.
- Supplier profile and a valid copy of the business license.
- List of similar services carried out in the past together with a client's list

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



5. 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.

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 suppliers to sign up with the UN Global Compact Initiative.

6. SUBMISSION OF BID:

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

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

Note: Offers that are transmitted in any other manner than that indicated above shall not be considered.

Your Offers must be submitted to UNHCR Office in Kabul, as following:

a) Hand delivery:

- Attention: The Secretary of the local committee on contracts
- Delivery place: UNHCR/ICON Compound, Supreme Road, District #9, Jalalabad Road, Kaul
- Bid Reference: ITB/COK/009/2020
- Closing date: **10 May 2020**
- Closing time: **16:00hrs (Local Time)**

b) Alternatively, by e-mail in PDF format to UNHCR Kabul AFGKATENDERBOX@unhcr.org only. Please indicate in the e-mail subject field:

- ITB/COK/009/2020
- Name of your firm

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.

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.

7. **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.

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 Services.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective companies 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 company.

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.

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 Services and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

9. **UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF 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.

Farid Ahmad Karimi
Associate Supply Officer,
UNHCR Country Office,
Kabul, Afghanistan



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Financial Offer Form

Your price proposal should include the following information:

- **Unit Cost:** To be clearly listed in the Financial Offer.
- **Total/overall cost:** To be clearly listed in the Financial Offer
- **Activation time:** to be clearly identified in the Financial Offer

LOCATION	DESCRIPTION	MONTHLY COST/MB (DIDICATED)	TOTAL COST (USD)
Kabul	1- P2P/C-OFC dedicated 96 Mbps full duplex		
Kandahar	2- P2P dedicated 16 Mbps full duplex		
Herat	3- P2P dedicated 16 Mbps full duplex		
Mazar	4- P2P dedicated 16 Mbps full duplex		
Jalalabad	5- P2P dedicated 20 Mbps full duplex		
Bamyan	6- P2P dedicated 6 Mbps full duplex		
Kunduz	7- P2P dedicated 12 Mbps full duplex		
Internet Installation (1 time) and other equipment, if any.			
Grand Total (USD)			

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