



UNHCR

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

INVITATION TO BID: NO. ITB/COK/029/2020

**PROCUREMENT OF CARTRIDGES INCLUDING DELIVERY
TO UNHCR OFFICE IN KABUL-AFGHANISTAN**

CLOSING DATE/TIME: 13 NOVEMBER 2020, 13:00 HRS (LOCAL TIME)

DATE: 13 OCTOBER 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 15,000 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 provision of **cartridges with the specifications as per the attached financial offer form (Annex A)**

2. 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.

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

3. Bidding Information

3.1 ITB Documents,

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

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| Annex A: | Specifications & Financial Offer Form |
| Annex B: | Vendor Registration Form |
| Annex C: | UNHCR General Conditions of Contracts for the Provision of Services– 2010 |

3.2 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

3.3 Request for Clarification:

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

CC: - afgkascu@unhcr.org
 - karimif@unhcr.org

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 may compile or respond individually to queries and questions raised by suppliers. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

3.4 Content of the Technical Offer

Please include the following document as part of your technical offer:

- Valid business license
- Duly completed vendor registration form only if your company is not already registered with UNHCR.
- Confirmation letter that the cartridge you are offering meets technical specification stated in Annex A.

Please clearly state and disclose any discrepancies with the specifications given.

3.5 Content of the Financial Offer

Separate financial Offer is to be submitted on the attached financial offer form (**Annex A**) in **USD**.
 Bids that have a different price structure may not be considered.

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.

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

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.

6. Submission of Bid:

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

IMPORTANT NOTICE: Your Technical & Financial Proposals should be submitted separately to the following e mail addresses:

- **Your technical bids should be submitted by E MAIL to: AFGKATENDERBOX@unhcr.org**
- **Your financial bids should be submitted by E MAIL to: AFGKATENDERFIN@unhcr.org**

All bids must be received in the above e mailboxes no later than 13 November 2020 at 1600 hrs, local time.

In the E mail subject line, Pls. clearly indicate the ITB number. All attachments should be in PDF format and no more than 20MB/E mail.

INCOMPLETE PROPOSALS WHICH DO NOT COMPLY WITH THE ABOVE BID SUBMISSION INSTRUCTION MAY NOT BE CONSIDERED.

LATE SUBMISSION OF BIDS: Bids received after the deadline for submission, i.e. 13 November 2020 at 16:00 hrs local time, and bids transmitted in any other manner than those indicated above will not be considered.

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:

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 quantity 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 specifications from 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 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 offering the lowest price and meeting UNHCR's specifications requirement, 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 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.

9. 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.

10. 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, labor, environment and anti-corruption. We encourage our Contractors to sign up with the UN Global Compact Initiative at <https://www.unglobalcompact.org>.

11. Zero Tolerance Policy:

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

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

