

DATE: 14 October 2020

INVITATION TO BID: No. ITB/JAL/001/2020

**PROCUREMENT AND DELIVERY OF ZARANG (TRICYCLE WITH SINGLE CYLINDER)
TO DoRR OFFICE IN MIHTERLAM CITY, LAGHMAN PROVINCE AND UNHCR
ENCASHMENT CENTER AT BIHSUD DISTRICT, NANGARHAR PROVINCE.**

CLOSING DATE AND TIME: 12 November 2020 – 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 supplier(s) to make a firm offer(s) for the procurement of Zaranjs (Tricycles). The procurement should include:

- Zaranj (Tricycle with single cylinder)
- Mechanic kit (Full package repairing kit with tarpaulin and spare tyre)
- Transportation services

IMPORTANT:

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

Please note that figures have been stated to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase the quantity listed in Annex B. 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.

Delivery Locations:

1. Office of the Provincial Governor, Mihterlam City, Laghman Province.
2. UNHCR Encashment Center, Samarkhel village, Bihsud district, Nangarhar Province.

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:

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| Annex A: | Technical Specifications |
| Annex B: | Financial Offer Form |
| Annex C: | Vendor Registration Form |
| Annex D: | UNHCR General Conditions of Contracts for the Provision of Goods [and Services] – 2018 |

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to AFGJASCU@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 AFGJASCU@unhcr.org

The deadline for receipt of questions is 12:00hrs AFT on 02 November 2020.

UNHCR will compile the questions received. UNHCR may, at its discretion, copy any reply to a 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.

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 A**. 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 profile and a valid copy of your business license.
- Supplier general past experience of procurement and delivery of goods.
- Supplier delivery time frame.
- Submission of Warranty Letter.

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

Delivery Time Frame: The bidder shall clearly state the time frame required to deliver the goods.

Warranty Period: The bid shall include defects and liability period with terms of warranty. The minimum required warranty period is Six (6) months.

Vendor Registration Form: You should complete, sign and submit with your technical proposal the Vendor Registration Form (**Annex D**).

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 E**.

IMPORTANT:

If you have alternative product to offer, please clearly indicate the advantages over the standard items (**Annex A**). 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 Ninety (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 Pass/Fail evaluation system to assess your technical bids, which are as following:

- Availability of the following document:
 - Confirmation letter that the goods/services you are offering meet technical specifications stated above.
 - Supplier valid copy of business license.
 - Supplier general experience of procurement and delivery of goods.
 - Supplier's warranty letter for packages they are supplying to UNHCR.
 - Suppliers delivery time frame.

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

The contract will be awarded to technical compliant (who passed technical evaluation) lowest cost bidders.

2.6 SUBMISSION OF BID:

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

Bids should be submitted electronically by e-mail. All attachments should be in PDF format and addressed as follows:

THE UNHCR BID OPENING COMMITTEE
ITB/JAL/001/2020
Closing date: 12 November 2020 at 14:00 hrs. at
AFGKATENDERBOX@unhcr.org

Technical and Financial Proposals **MUST** be sent in separate emails. Each e-mail should be detailed as below. Failure to do so may result in disqualification.

- Technical Proposal: The email subject **MUST** be titled as Technical proposal and project reference number as **ITB/JAL/001/2020**. In case the file exceeds the limited size of 20MB, it can be sent in separate emails,
 - The technical proposal **MUST** contain the vendor registration form signed and stamped, UNHCR General Conditions for Provision of Goods, time frame

plan, and other relevant company registration documentation inclusive of the company profile

- Financial Proposal: The second email shall contain your completed, signed, dated and stamped BOQ / Financial Proposal Form only (**Annex C**)

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



William Ejalu
Head of Office
UNHCR Sub-Office, Jalalabad. Afghanistan