

DATE: 03/05/2021

INVITATION TO BID: No. ITB/2021/008

**FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR THE
SUPPLY AND DELIVERY OF MEDICAL ITEMS
FOR A PERIOD OF ONE YEAR
WITH POSSIBILITY OF EXTENSION FOR FURTHER 1 YEAR**

CLOSING DATE AND TIME: 08/04/2021 – 15:00 HRS (LOCAL) OR EARLIER

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees 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 17,324 people in more than 135 countries continues to help about 79.5 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

- 1.1 The Office of the United Nations High Commissioner for Refugees (UNHCR), on behalf of UNHCR, UNFPA, UNICEF, UNRWA, WHO, WFP, RI, IMC, IOM, MSF and OCHA, in Lebanon, invites authorized, qualified and experienced local companies to make a firm offer for the establishment of a frame agreement(s) for the supply and delivery of Medical items as listed in Annex A, to the participating UN agencies and NGOs based in Lebanon (referred to hereinafter as "Goods").
- 1.2 Specifically, through this Invitation to Bid (ITB), the Participating UN Agencies and NGOs aim to establish Frame agreement(s) for the supply and delivery of Medical items, i.e. each agency would eventually establish its own LTA with the awarded bidders (One or more). Therefore, proposal documents in response to this RFP and/or the LTA/contract may be shared with other organization as listed above. Other unlisted organization in the country and the region may show interest to use this tender after the awarding process is completed.
- 1.3 Frame Agreement(s) may be established with initial duration of one (1) year, potentially extendable for a one (1) additional year, subject to satisfactory performance. Contract(s) might be awarded to more than one bidder.

1.4 The successful bidder(s) will be required to maintain their quoted price model for the duration of the FA(s).

IMPORTANT:

Bill of quantity (BoQ) and Technical requirement / specification are detailed in Annex A of this document.

1.5 Please note that figures in Annex A have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that concerned UN agencies and NGOs will purchase the indicated quantity. Quantities may vary and will depend on the actual requirements and funds availability regulated by issuance of individual Purchase Orders against the frame Agreement(s).

1.6 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(s) with other UN Agencies.

IMPORTANT:

When a Frame Agreement is awarded, either party can terminate the agreement only upon 120 days (4 months) 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.

1.7 It is strongly recommended that this Invitation to Bid and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

1.8 Sub-Contracting: Please take careful note of article 5 of the attached General Terms and Conditions (Annex E).

Note: this document is not to be 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:	Bill of Quantity BoQ and Technical Requirements/ specifications
Annex B:	Technical Submission sheet
Annex C:	Financial Offer Form
Annex D:	Vendor Registration Form
Annex E:	UNHCR General Conditions of Contracts for the Provision of Goods and Services – <i>July 2018 version</i>
Annex F:	UN Supplier code of conduct

2.2 ACKNOWLEDGMENT

Appreciate receiving your confirmation for the receipt of this ITB by return e-mail to habchy@unhcr.org and (jamilk@unhcr.org) not later than 12 March 2021, 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 or any question in respect of this ITB by e-mail to Rindala Habchy, Snr Supply Associate at habchy@unhcr.org and Khurram Jamil, Supply Officer at jamilk@unhcr.org. **The deadline for receipt of questions is 18 March 2021 at 23:59 hrs local time.** Bidders are requested to keep all questions concise.

UNHCR will compile the questions received and plan to respond to the questions shortly after the query closing date. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

2.4 YOUR OFFER

2.4.1 Your offer shall be prepared in English. Please submit your Offer using the Annexes provided. Offers not conforming to the requested formats may not be 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.

2.4.2 The cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

Your Offer shall comprise the following two sets of documents (pdf files, soft copy):

- 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 following two sets of documents shall be provided along with TECHNICAL offer:

Set 1: Company related documents:

1. The company registration documents (Commercial Circular, Registration certificate) / company should have been registered for a minimum of three years
2. Proof the company have experience in manufacturing and/or supplying relevant goods or services
3. The company must proof relevant contractual relationship
4. The company organization chart

5. Documents proofing the company's financial soundness and stability
6. Filled signed and stamped vendor registration form
7. Signed and stamped UNHCR General Conditions of Contracts for the Provision of Goods and Services 2018 proofing acceptance of UNHCR general terms and conditions including payment which is within 30 days from the date of receipt of invoice following satisfactory delivery of goods/ services.

Set 2: Products related documents:

1. Manufacturer Data Sheet or detailed specifications of items.
2. Country of Origin/Manufacturer name.
3. CE certificate or equivalent.
4. Aftersales services & warranty period to be specified (a minimum of 1 year when required).
5. Shelf life/Expiry date (A minimum shelf life of 12 month is requested).
6. Transportation & storage conditions for each product.
7. Delivery lead time: As part of its technical offer, the company shall specify the delivery lead time of the listed items under the BoQ from the date of PO issuance.

Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the services.

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in a single currency preferable US Dollars.

Your offered price should include the delivery to final destination (anywhere in Lebanon). The final destination to be confirmed at time of PO issuance

The financial component must cover all the services to be provided (price "all inclusive").

The Financial Offer is to be submitted as per the Financial Proposal Form (Annex C). Bids that have a different price structure may be disqualified.

The following details shall also be provided in the offer (Annex C):

UN agencies are exempt from all direct taxes and customs duties while other agencies are not. Thus, 2 price structure are required one price has to be given without VAT and the other including VAT (Refer to annex C). VAT, if applicable, will be paid to the company by UN agencies, according to the government and UN rules and regulation for VAT, UN agencies will claims for refund with the Government later.

UN agencies are complying with VAT reimbursement procedures issued by Government of Lebanon.

You are requested to hold your offer valid for 120 days from the deadline for submission. UN agencies and other NGOs will make their best effort to select a company within this period. UN agencies and other NGO's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

2.5 BID EVALUATION:

2.5.1 Technical bid evaluation:

The technical evaluation will be done in 2 parts:

Part one: Vendor Evaluation

#	Requirement	Yes	No
1	The company has been locally registered for at least 3 years		
2	The company proved experience in manufacturing and/or supplying relevant goods or services		
3	The company proved relevant contractual relationship		
4	The company organization chart is structured and clear		
5	The company is financially sound and stable		
6	Vendor registration form filled, signed and stamped		
7	Acceptance of UNHCR General Conditions of Contracts for the Provision of Goods and Services 2018		
Pass / Fail			

**Only companies passing the vendor evaluation shall pass to the second phase
Companies that have already passed EOI 2020 046 will automatically pass this stage**

Part 2: Technical offer evaluation

The technical evaluation of the received offers will be based on a pass/fail determination of whether the Bid substantially conforms to all of the following requirements.

All below six (6) requirements in below table should be met in order to pass the technical evaluation.

#	Requirement	Yes	No
1	Data sheet of submitted product in line with requested specs		
2	Compliance certificate (as per the Lebanese regulation regarding compliance with international safety standards: For example, CE, FDA, etc.) https://www.moph.gov.lb/userfiles/files/HealthCareSystem/Medical%20Technology/Laws%20and%20Regulations/karar%20455-2013.pdf		
3	Aftersales services & warranty period to be specified when applicable (a minimum of 1 year is required);		
4	Shelf life/Expiry date well specified and in line with requirement / a confirmation that shelf life will be a minimum of 12 months upon delivery (A minimum shelf life of 12 month is requested)		
5	Transportation & storage conditions well specified for each product		
6	Delivery lead time well specified and acceptable		
7	Coverage of at least 20% of items in the BoQ		
Pass / Fail			

The Participating UN Agencies and NGOs reserve the right to:

- a- Request samples for the quoted products.
- b- The right to have the items inspected and rejected if necessary.

2.5.2 Financial bid evaluation:

Financial bids will be tabulated and compared for all bidding companies that passed the technical evaluation criteria under 2.5.1. It is important to send a complete technical offer. The contract may be awarded to one bidder or more with the lowest priced offers passing the technical evaluation.

2.5.3 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.

This will be followed later by performance evaluation as a supplier such as:

- Random / periodic testing of the supplier's products,
- Ability to respond quickly to Agency's needs,
- Timely delivery,
- Dependability of products and services.

2.6 SUBMISSION OF BID:

The offers should be submitted electronically to email address LEBBETENDERS@unhcr.org.

Please clearly state the following in **subject line** of the email:

- ITB/2021/008
- Company name
- Type of Offer: Technical or Financial
- Number of e-mails sent (for example: 1/2, 2/2)

Please follow the below instructions for submitting the offers via email:

- a. Format: PDF files (Preferred);
- b. Email size must not exceed 20 MB;
- c. For big attachment over 20MB please split into multiple numbered emails (e.g. 1 of 3, 2 of 3 and 3 of 3);
- d. No document downloading links are accepted. All documents must be attached with the email.
- e. If you are uploading number of small files, please move the files into a "ZIP folder" and send a zip file instead of each file individually;
- f. The Technical offers and financial offers must be submitted in separate emails;
- g. All files must be free of viruses and not corrupted;
- h. UNHCR reserves the right to accept or reject any offers that is not following the email submission instructions;
- i. No other person from UNHCR to be copied on the tender emails otherwise the supplier may be disqualified;
- j. For any technical issues with submission of emails, the suppliers must contact this email address: habchy@unhcr.org

Deadline to submit offers: 08/04/2021, 15.00 hrs local time or earlier.

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.

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 passes the technical evaluation process. Please refer to point 2.5

2.7 BID ACCEPTANCE:

UNHCR reserves the right to accept the whole or part of your bid without having to assign any reason whatsoever and is not obliged to select the lowest offer.

UNHCR may at its discretion **increase or decrease** the quantity when awarding the contract and would not expect a variation in submitted prices.

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.

Awarded suppliers might be requested to submit 1 unit of the approved samples for each participating UN agency/NGO upon signature of the FA.

2.8 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 of contracts for goods & services. Payments shall only be initiated after confirmation of successful delivery of the ordered goods/ services by UNHCR business owner. **No advance payment is possible.**

2.9 UNHCR GENERAL CONDITIONS OF CONTRACT FOR THE PROVISION OF SERVICES

Please note that the General Conditions of Contract for provision of Goods and Services (**Annex E**) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the

acceptance of these terms and conditions by attaching a signed and stamped copies of the attached terms and conditions.

2.10 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, etc. to its staff.

2.11 THE UN GLOBAL COMPACT

The UN Global Compact is a call to companies to align strategies and operations with universal principles on human rights, labor, environment and anti-corruption, and take actions that advance societal goals.

UNHCR encourages bidders to sign up to this initiative at: <https://www.unglobalcompact.org/>

Muntasir Siddig
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