



UNHCR

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

DATE: 25 November 2016

INVITATION TO BID: No. SC/ITB/16/004

**FOR THE ESTABLISHMENT
OF A SERVICE AGREEMENT FOR PROVISION OF VEHICLE RENTAL SERVICES AT UNHCR
FIELD UNITS AT LORALAI, DALBANDIN AND CHAMAN**

CLOSING DATE AND TIME: 21 December 2016 – 12:00 hrs. PST

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), Quetta, invites qualified and registered rent a car companies to make a firm offer for the establishment of Service Agreement(s) for the provision of vehicle rental services.

IMPORTANT:

Exact locations and vehicle details are provided in Annex C of this document.

UNHCR may sign Service Agreement(s) with companies with initial duration of two years, potentially extendable for a further period of another 1 (one) year, for supporting its operations in Balochistan. The successful bidders will be requested to maintain their quoted price model for the duration of the Service Agreement(s).

Quantities will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Service 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.

IMPORTANT:

When a Service Agreement is awarded, either party can terminate the agreement only upon 30 days (1 month) 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 Goods 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:	Calendar of activities
Annex B:	Detail description of the vehicles
Annex B-1:	Technical Offer Sheet
Annex C:	Baseline Criteria for selection of vendors
Annex D:	Financial Offer Form
Annex E:	Vendor Registration Form
Annex F:	UNHCR General Conditions of Contracts for the Provision of [Services] – 2010

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to pakqusc@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 pakqusc@unhcr.org. **The deadline for receipt of questions is 12:00 hrs *PST* on 21-Dec-2016.**

IMPORTANT:

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

UNHCR will compile the questions received. UNHCR may, at its discretion, copy and reply to questions 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 following details shall also be provided in the Technical Offer.

Incoterms: The International Chamber of Commerce Incoterms 2010 shall apply for this ITB and for any resulting purchase orders(s).

Registration Documents: The bidder shall provide copies of the registration documents with government authorities like NTN Certificate, Company Registration Certificate, Certificate of Incorporation, GST Certificates etc.

Similar Work list of 2014 and 2015: The bidders will provide a list of similar works done in 2014 & 2015, it will be a simple list containing information about the work done in 2014 & 2015, brief description of work, organization name, total amount of contract. UNHCR may go for a reference check with any/all of the organizations with whom the bidders worked with.

Vendor Registration Form: If your company is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor Registration Form (**Annex E**).

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 (**Annex F**).

Also provide the following documents along with the details mentioned above.

- Company Profile
- Year founded;
- If multi location company, specify headquarters location;
- Registration Certificate
- Client list details Private / Govt / UN-Agencies
- Past working experience related to similar work (P.Os, work orders)
- Number of similar projects currently underway;
- Annual Turn-over for the period (2013-2014 and 2015)
- Bank Statement (Jan to June 2016)
- Signed UNHCR General Conditions for provision of services (**Annex F**)

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial offer** (Annex-C) must contain an overall offer in a single currency, either in US Dollars, Euros or in the currency of your company's country.

UNHCR is exempted from all direct taxes and customs duties. With this regards, price has to be given excluding all taxes.

IMPORTANT:

The financial offer will only be accepted in the attached Annex-C. Failure to do so may result in disqualification.

You are requested to hold your offer valid for 90 days from the deadline for submission. UNHCR will make its best effort to select a company within this period. The pricing model quoted in the Supplier's offer will remain valid for the duration of the Frame Agreement. UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

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.

For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

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.

2.5 SUBMISSION OF BID:

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

Bids should be submitted Courier to the following address.

Bid for Vehicle Rental Services
ITB No: SC/ITB/016/004

The Head of Sub-office,
United Nations High Commissioner for Refugees (UNHCR)
Chaman Housing Scheme, Airport Road,
Quetta
Phone #: 081-2829368-9
Fax #: 081-2829370

IMPORTANT:

The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification.

Deadline: 21-Dec-2014, 12:00 HRS PST

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's technical part of the offer has passed the test and has been accepted by UNHCR as meeting the baseline Criteria..

2.6 BID ACCEPTANCE:

UNHCR reserves the right to accept the whole or part of your bid.

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.

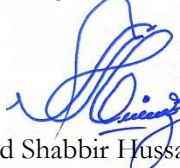
2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

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 Services 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



Syed Shabbir Hussain
Associate Supply Officer
UNHCR Sub-office, Quetta



ANNEX – A
CALENDER OF ACTIVITES

ACTIVITY	DATE
Bid Opening	21-Dec-2016
Technical Evaluation	22 & 23-Dec-2016
Financial Bid Opening	57-Dec-2016
Recommendation & Approval	57-Dec-2016
Award Notification	28-Dec-2016
Contract Signing	29-Dec-2016

ANNEX – B

Provision of rent a car services on monthly basis for UNHCR Field Unit Chaman, Dalbandin and Loralai

Vehicle Details for FU Loralai:

Vehicle Type: **TOYOTA LAND CRUISER PRADO TZ (5 door)**

Vehicle Model: 1998 or later

Condition: Good working condition with A/C in working condition

Registration: Local registered vehicles duly verifiable by Excise & Taxation Department

Vehicle Type: **TOYOTA PICK-UP DOUBLE CABIN (4 door)**

Vehicle Model: 1998 or later

Condition: Good working condition with A/C in working condition

Registration: Local registered vehicles duly verifiable by Excise & Taxation Department

Vehicle Details for FU Dalbandin:

Vehicle Type: **TOYOTA LAND CRUISER PRADO TZ (5 door)**

Vehicle Model: 1998 or later

Condition: Good working condition with A/C in working condition

Registration: Local registered vehicles duly verifiable by Excise & Taxation Department

Vehicle Type: **TOYOTA PICK-UP DOUBLE CABIN (4 door)**

Vehicle Model: 1998 or later

Condition: Good working condition with A/C in working condition

Registration: Local registered vehicles duly verifiable by Excise & Taxation Department

Vehicle Details for FU Chaman:

Vehicle Type: **TOYOTA SALOON CAR (4 door)**

Vehicle Model: 1998 or later

Condition: Good working condition with A/C in working condition

Registration: Local registered vehicles duly verifiable by Excise & Taxation Department

Vehicle Type: **TOYOTA PICK-UP DOUBLE CABIN (4 door)**

Vehicle Model: 1998 or later

Condition: Good working condition with A/C in working condition

Registration: Local registered vehicles duly verifiable by Excise & Taxation Department

ANNEX B-1
TECHNICAL OFFER SHEET

The company must clearly mention in the table below against each location the type, model and condition of the vehicle. The company may suggest two or three types of vehicle for each location and provide its rates in the price proposal sheet for consideration. Also the vehicles proposed by the company will be physically inspected before being selected for award of contract.

S/No.	Location	Model	Type	Condition
1.	Loralai			
2.				
1.	Dalbandin			
2.				
1.	Chaman			
2.				

DATE: _____

NAME: _____

SIGNATURE: _____

IN THE CAPACITY OF: _____

DULY AUTHORIZED TO _____

SIGN BID FOR AND ON BEHALF OF: _____

OFFICIAL STAMP:

ANNEX - C
BASELINE CRITERIA FOR TECHNICAL EVALUATION

Sr.	Criteria	Yes / NO
1.	Core business /experience of the vendor (minimum three years)	
2.	NTN/GST Certificates	
3.	Technical specification for offered items provided, and are as per UNHCR requirement	
4.	Client list details Private / Govt / UN-Agencies	
5.	Past working experience related to similar work (P.Os, work orders)	
6.	Similar projects currently underway;	
7.	Annual Turn-over (2013, 2014 & 2015)	
8.	Bank Statement (Jan to June 2016)	
9.	Signed copy of UNHCR General Conditions for provision of Services – Annex F	
10.	Declaration Certificate that the company has not been and is not subject to judgment for fraud, corruption or any other illegal activity	

Note: The bidder/company will be evaluated as Pass/Fail on the basis of the above criteria, therefore, bidders are requested to provide necessary and supporting documents in the technical proposal that could facilitate the evaluation process.

ANNEX D: PRICE PROPOSAL FORM

Provision of rent a car services on monthly basis for UNHCR Field Unit Chaman, Dalbandin and Loralai

QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):

THE PROPOSED DISCOUNTS WILL BECOME AN INTEGRAL PART OF YOUR BID SUBMISSION

PAYMENT TERMS: ACCEPTANCE OF UN PAYMENT TERMS (I.E. 30 DAYS NET FROM RECEIPT OF DOCUMENTS)

YES NO

Rates required for Dalbandin City with driver's salary, fuel, oil and other maintenance etc.

No.	LOCATIONS	Rate for Pick-up with Fuel	Rate for Landcruiser with Fuel
01.	Quetta City to Dalbandin		
02.	Dalbandin to Lejay Karez / Chaghai		
03.	Dalbandin to Posti		
04.	Dalbandin to Karwan Rah (Border area)		
05.	Dalbandin to Shabian (Border area)		
06.	Dalbandin to Baramcha		
07.	Dalbandin to Taftan		
08.	Dalbandin to Quetta City		

Rates required for Dalbandin City with driver's salary but without fuel, oil and other maintenance etc.

No.	LOCATIONS	Rate for Pick-up without Fuel	Rate for Landcruiser without Fuel
01.	Quetta City to Dalbandin		
02.	Dalbandin to Lejay Karez / Chaghai		
03.	Dalbandin to Posti		
04.	Dalbandin to Karwan Rah (Border area)		
05.	Dalbandin to Shabian (Border area)		
06.	Dalbandin to Baramcha		
07.	Dalbandin to Taftan		
08.	Dalbandin to Quetta City		

Rates required for Chaman City with driver's salary, fuel, oil and other maintenance etc.

No.	LOCATIONS	Rate for Saloon Car with Fuel	Rate for Pick-up with Fuel
1.	Quetta to Chaman Office		
2.	Chaman to Pak – Afghan Border		
3.	Chaman to Chaman Jail and City Police Station		
4.	Chaman to Sardar Police Station – by pass road		
5.	Chaman Garang Police Check-post at Khojak		
6.	Chaman to FC Check-post at Shella Bagh		
7.	Chaman to Quetta		

Rates required for Chaman City with driver's salary but without fuel, oil and other maintenance etc.

No.	LOCATIONS	Rate for Saloon Car without Fuel	Rate for Pick-up without Fuel
1.	Quetta to Chaman Office		
2.	Chaman to Pak – Afghan Border		
3.	Chaman to Chaman Jail and City Police Station		
4.	Chaman to Sardar Police Station – by pass road		
5.	Chaman Garang Police Check-post at Khojak		
6.	Chaman to FC Check-post at Shella Bagh		
7.	Chaman to Quetta		

Rates required for Dalbandin City with driver's salary, fuel, oil and other maintenance etc.

No.	LOCATIONS	Rate for Pick-up with Fuel	Rate for Landcruiser with Fuel
01.	Quetta to Loralai		
02.	Malgagai Refuee Camps in Muslim Bagh		
03.	Zar Karez Refugee Camps in Loralai		
04.	Katwai Refugee Camp in Loralai		
05.	Ghazgi Minara Refugee Camp in Loralai		
06.	Loralai City		
07.	Muslim Bagh City		
08.	Zhob City		
09.	Border areas		
10.	Killah Saifullah District		
11.	Loralai to Quetta		

Rates required for Loralai City with driver's salary but without fuel, oil and other maintenance etc.

No.	LOCATIONS	Rate for Pick-up without Fuel	Rate for Landcruiser without Fuel
01.	Quetta to Loralai		
02.	Malgagai Refuee Camps in Muslim Bagh		
03.	Zar Karez Refugee Camps in Loralai		
04.	Katwai Refugee Camp in Loralai		
05.	Ghazgi Minara Refugee Camp in Loralai		
06.	Loralai City		
07.	Muslim Bagh City		
08.	Zhob City		
09.	Border areas		
10.	Killah Saifullah District		
11.	Loralai to Quetta		

BIDDER'S NAME:

DATE:

NAME:

SIGNATURE:

IN THE CAPACITY OF:

DULY AUTHORIZED TO

SIGN BID FOR AND ON BEHALF OF:

OFFICIAL STAMP: