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), Islamabad, invites qualified suppliers, traders and manufacturers to make a firm offer for the establishment of Frame Agreement(s) for the supply of School furniture and equipment (referred to hereinafter as “goods”).

IMPORTANT:

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

UNHCR may award Frame Agreement(s) with initial duration of three (03) years, potentially extendable for a further period of two (02) years. The successful bidders will be requested to maintain their quoted prices for the duration of the Frame Agreement(s).

The estimated annual requirement of UNHCR is as follows;

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tablet Chair</td>
<td>1,280</td>
</tr>
<tr>
<td>Student Bench &amp; Desks</td>
<td>1,320</td>
</tr>
<tr>
<td>Teacher Chairs &amp; Tables</td>
<td>98</td>
</tr>
<tr>
<td>Steel Cupboards</td>
<td>98</td>
</tr>
<tr>
<td>Electric Coolers</td>
<td>50</td>
</tr>
<tr>
<td>Steel Dustbins</td>
<td>100</td>
</tr>
<tr>
<td>Rostrum / Dice</td>
<td>20</td>
</tr>
</tbody>
</table>
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 above quantity. Quantities 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 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 Frame Agreement is awarded, either party can terminate the agreement only upon 90 days (3 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 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.

**QUALITY CONTROL THROUGHOUT THE FRAME AGREEMENT:**
UNHCR will carry random quality inspections, including specific selected criteria for laboratory test of products or items selected by UNHCR or by an independent surveyor appointed by UNHCR from samples selected during production, upon departure, loading, unloading, arrival to destination or from any storage location. The cost of the quality control inspections and laboratory tests will be covered by UNHCR.

In cases of supplier’s quality default, in addition to the good’s PO penalty clauses, the inspection and laboratory cost will be charged to the supplier.

Sub-Contracting: Please take careful note of article 4 of the attached General Terms and Conditions (Annex E).

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 an integral part of this Invitation to Bid:

- **Annex A:** Calendar of activities
- **Annex-B:** Technical specifications and sample pictures
- **Annex C:** Financial Offer form
  
  *(To be completed and submitted in the financial proposal envelope)*
- **Annex D:** Vendor Registration Form
  
  *(To be completed and submitted by vendors who are neither registered in UNGM nor with UNHCR in the technical offer)*
- **Annex E:** UNHCR General Conditions of Contracts for the Provision of Goods-2018
- **Annex-F:** UN Supplier Code of Conduct
  
  *(To be signed, stamped and submitted in the technical offer)*
- **Annex-G:** Technical compliance form
  
  *(To be completed and submitted in the technical proposal envelope)*

2.2 **ACKNOWLEDGMENT**

We would appreciate your informing us of the receipt of this ITB by return e-mail to

pakissc@unhcr.org as to:
2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to PAKISSC@unhcr.org. The deadline for receipt of questions is 10-April-2020.

**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 any reply to a question to all other invited bidders at once. After the closing date for receipt of questions, UNHCR shall compile FAQs and responses and post under tender on unhcrpk.org or UNGM by 14-April-2020.

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.

**Please note that by submitting a bid/response to this ITB you are authorizing UNHCR to verify or reference check the authenticity of the information and documentation you have provided, and this shall be done without any notification or further request for authorization from you.**

**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 C. Your technical offer should clearly state whether the goods you are offering are fully conforming to the product specifications given. Clearly state and disclose in the Bid data form, annex B any discrepancies with the specifications given.

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

a) Company Profile: The bidder shall provide complete company profile including description of the company and the company’s qualifications (contract capacity): A description of your company with the following information: (Relevant documents must be signed/stamped where applicable).

i. Year founded and type of firm (e.g. Manufacturer, Distributor, Reseller);

ii. Number of years of experience in supply of similar products;
iii. If multi location company, specify locations of presence in the Pakistan.

iv. Number of institutions the company has supplied same goods to. Please, provide contact details of such institutions. UNHCR at its sole option may decide to conduct reference checks of the quality of items provided and level of after sales services provided by the bidder.

b) Technical Details: Technical details of offered items like specifications / brochures / certificates etc. should be provided as these will be used to determine quality of offered items.

a. Financial Soundness: For UNHCR to be able to assess your financial standing, you must submit the following 2 documents stapled seperately:

   i. Bank statement for the period 01/01/2018 – 31/12/2018; and
   ii. Bank statement for the period 01/01/2019 – 31/12/2019.

   The bank account must be in the name of your firm. If your firm operates more than one bank account, please feel free to also submit statements from its other accounts for the periods mentioned above. The minimum annual turn over required is PKR 8 million

c) Experience of Firm: The bidder shall provide proof of having manufactured and/or supplied school furniture and equipment between 2017 and 2020 by submitting at least 3 contracts / work orders / POs costing at least PKR 1.0 Million each. All documents must be credible with letter heads and/or stamps of issuing organizations.

d) Earnest Money/bid security: Your technical offer should contain a bid security of PKR 150,000 in the form of a Demand Draft / Pay Order / CDR / bank certified check from a bank with a minimum credit rating of “A” in favor of UNHCR-Pakistan.

e) Packing and container utilization details: The technical offer shall clearly indicate the packing and transport options (e.g. weight, volume, etc.). Please ensure that all packing details are followed correctly. Content of all boxes/packages (list of items and quantities) and delivery location must be clearly labelled on the box/package.

f) Delivery Capacity: UNHCR would appreciate early delivery. The bidder shall clearly state the delivery time in number of calendar days. The maximum delivery time is 30 days from the date UNHCR places an order by PO. Please, note that delivery time will include weekends and national holidays.

g) Transportation to Destination: Vendor will be responsible for safe delivery of goods to the delivery locations. Vendor will obtain a signed Goods Receiving Note from the UNHCR Focal point (UNHCR will share these details at the time of issuing purchase order).

For each order placed that requires delivery to locations outside the main cities of Peshawar and Quetta, UNHCR will request the Contractor to provide a loading, transportation and offloading quotation from the main city to the required location which UNHCR shall review and give its acceptance. If UNHCR is not satisfied with the quoted price, it reserves the right to source its own transporter including handling whom the contractor will use to deliver the goods at destination.

h) Incoterms 2010: Incoterms 2010 shall apply for this ITB and for any resulting purchase orders. It shall be DAP at stated locations mentioned in Annex-G

i) Shelf life and usable lifespan: The bidder shall clearly state the recommended shelf life of the product, as well as the usable lifespan, i.e. the recommended usage period.
j) Inspection: Pre or Post delivery inspection of bags and stationery items will be applicable and will be advised at the time of purchase.

k) Warranty / Replacement: The bidder shall be responsible to replace any damage item/s free of cost if found defective/damaged at the time of delivery.

l) Vendor Registration Form: You should complete, sign and submit with your technical proposal the Vendor Registration Form (Annex D), in case if you are not registered with UNHCR.

m) 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.

n) UN Supplier's Code of Conduct: Your technical offer should contain your acknowledgement of the UN Supplier's code of conduct by signing Annex F.

o) Alternative Products:
Please note, that if these alternative products are deemed as viable alternative to the existing product pending an evaluation from our technical experts, we will be issuing a separate tender notice for purposes of establishing agreements for those.

2.4.2 Content of the FINANCIAL OFFER

Your separate Financial offer must contain an overall offer in a single currency i.e. US Dollars.

[IMPORTANT:
Please take careful note of the below pricing information.

Your separate Financial Offer is to be submitted as per the financial offer form (Annex C) and must contain an overall offer in USD. Bids that have a different price structure will be considered but shall be converted to USD using the UN exchange rate at the time of financial evaluation. USD will be the Frame Agreement currency.

The following details shall be provided for each item:

Unit costs: Your quote shall have:

i. The unit price must be given on DAP basis inclusive of all charges including transportation up to the delivery addresses mentioned, risk factors, warranty, and insurance.

UNHCR is exempted from all direct taxes and customs duties. In this regard, price must be given without VAT/GST. UNHCR will provide exemption certificate from the authorities upon request and provision of all required documentation by the bidder. Customs clearance formalities, transport and delivery of goods at the named locations shall be the responsibility of the contractor.

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. UNHCR's standard payment terms are within 30 days after satisfactory delivery 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.

2.5 BID EVALUATION:

2.5.1 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.

2.5.2 Technical and Financial evaluation:

All bids from the participating bidders will be evaluated based on:

**Technical Evaluation:** Technical evaluation shall be conducted using the below criteria. Please note that all the criteria are mandatory.

<table>
<thead>
<tr>
<th>PRELIMINARY MANDATORY EVALUATION CRITERIA (DESK REVIEW)</th>
<th>Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the bidder registered with Government Authorities (NTN OR STRN OR Form H / Incorporation Certificate)?</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>Signed/Stamped UNHCR General Terms &amp; Conditions for goods and services are provided?</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td><strong>Earnest money/bid security of PKR 150,000 in favor of UNHCR submitted? Should be included in the technical envelopment</strong></td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>Has the bidder submitted at least 3 contracts OR work orders or POs for school furniture executed between 2017 - 2020 each costing at least PKR 1.0 Million</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>Does the bidder have a minimum annual turnover of 8 Million PKR in one of the below documents?</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>Bank statement for the period 01/01/2018 – 31/12/2018;</td>
<td></td>
</tr>
<tr>
<td>Bank statement for the period 01/01/2019 – 31/12/2019.</td>
<td></td>
</tr>
<tr>
<td>Delivery completion time given by bidder is maximum 30 calendar days?</td>
<td>Pass/Fail</td>
</tr>
</tbody>
</table>

Technical proposals will be evaluated based on Pass/Fail criteria. Bidder/s who do not qualify in all the mandatory criteria will not be evaluated further.

**TECHNICAL COMPLIANCE OF OFFERED PRODUCTS**

Bidders who pass the above preliminary criteria will be evaluated on economic basis and the 3 lowest bidders will be requested to provide samples of School furniture and equipment within 15 days of receiving UNHCR’s notice. UNHCR at its sole discretion may decide to run these samples through lab tests and analysis by reputable material testing laboratory in Pakistan to check compliance with the technical specifications.

During each delivery UNHCR shall conduct a predelivery and/or post-delivery inspection either through a third-party inspection firm or by its own staff. If any of the items supplied are deemed to be non-compliant, the Contractor shall be required to replace them within 7 calendar days.

**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.
2.6 SUBMISSION OF BIDS:

A. Through courier:
Offers must bear your official letter head, clearly identifying your company.
You must submit your technical and financial offers in 2 separate sealed envelopes labeled as follows:
For the technical envelop: Request for Proposal: SC/ITB/20/011 Technical Offer
For the financial envelop: Request for Proposal: SC/ITB/20/011 financial offer.

Both envelopes must be enclosed in one bigger envelop labelled as follows:
THE SUPPLY OF SCHOOL FURNITURE AND EQUIPMENT
SC/ITB/20/011
LCC Secretary
United Nations High Commissioner for Refugees (UNHCR)
Diplomatic Enclave II, Sector G-4, Islamabad.

Very Important: Access to the diplomatic enclave is allowed only to individuals with access cards.
Please ensure that your courier company has access and make sure to dispatch your bids well in time
to avoid late deliveries. UNHCR shall not be responsible for providing access and shall not accept any
bids that are delivered after the closing date and time.
Or

B. By email address pakisitb@unhcr.org with technical and financial offers in separate emails.

Please indicate in your e-mail subject field:
- SC/ITB/20/011
- Name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/4).
E.g. a technical offer from Company “Z Est” who is sending a total of 2 emails will be titled as
follows: Bid SC/ITB/20/011-Z Est-Technical offer-1/2

Upon submission of your bid via email, you should receive an auto reply confirming reception. If you
do not receive the auto reply, please, contact us directly via pakisscc@unhcr.org. Please, do not send
your bid or disclose any information about it to this email.

It is your responsibility to verify that all e-mails have been received properly before the deadline.
Please, note that the e-mail policy employed by UNHCR limits the size of attachments to a maximum
of 20 Mb, so it is also necessary to send more than one e-mail.

Important Note:
Please note that bidders who choose to submit hard copies of their bid, need not send it through email.

UNHCR will not be responsible for locating or securing any information that is not identified in the
bid. Accordingly, to ensure that enough 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 technical offer and financial offer are to be sent in separate sealed envelopes or in a separate email.
Failure to do so will result in disqualification.

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 advertising in the same newspapers.
Deadline: 20 April 2020 at 23:59 hours PST.

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that enough 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. UNHCR reserves the right to seek clarification regarding any aspects of the bid.

**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.

2.7 **BID ACCEPTANCE:**

UNHCR reserves the right to accept the whole or part of your bid and to award the contract to multiple bidders.

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.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers through advertisement in newspaper. 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.

2.8 **CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS**

Prices under this frame agreement shall be fix in USD. Any Purchase Order (PO) issued as a result shall be in PKR by converting the Frame Agreement rate into PKR using the prevailing UN exchange rate at the time of ordering. Payment will be made in accordance with 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**

Please note that the General Conditions of Contracts (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 in writing.

Signature

Kum Roland Fang
Supply Officer
UNHCR-Islamabad
The above dates are tentative and may vary from actual dates.

<table>
<thead>
<tr>
<th>Date</th>
<th>Action Description</th>
<th>S. #</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 June, 2020</td>
<td>Tender available to vendors</td>
<td>1</td>
</tr>
<tr>
<td>21 April, 2020</td>
<td>Bid Opening and Evaluation</td>
<td>4</td>
</tr>
<tr>
<td>27 April, 2020</td>
<td>Request for School Bag Samples</td>
<td>5</td>
</tr>
<tr>
<td>22 April, 2020</td>
<td>Request for Laboratory Samples</td>
<td>6</td>
</tr>
<tr>
<td>12 May, 2020</td>
<td>Approval of contract</td>
<td>5</td>
</tr>
<tr>
<td>30 May, 2020</td>
<td>Issue of Terms of Agreement</td>
<td>6</td>
</tr>
<tr>
<td>01 June, 2020</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Calendar of activities

Annex A
**Furniture and Equipment Specification**

<table>
<thead>
<tr>
<th>S/N</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Annex - 8**
<table>
<thead>
<tr>
<th>S/No</th>
<th>Description</th>
<th>OST Code</th>
<th>Price (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Teacher's Table &amp; Chair (Laminated / Metal Structures)</td>
<td>4</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>Teacher's Chair (for Class / Staff Room / Principal Room) - Type-1</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>3</td>
<td>Teacher's Chair (for Class / Staff Room / Principal Room) - Type-2</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Steel Armchair</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>5</td>
<td>Electrical Water Cooler</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>6</td>
<td>Steel Dustbin</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>7</td>
<td>Steel Sticker SPECIFICATION (to be pasted/fixed on each item)</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>8</td>
<td>Tablet Chair</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>9</td>
<td>Rostum / Dice</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>
Annex – G

Technical Compliance Form

Suppliers Should Complete and Submit the Below Table as Part of their Technical Offer:

<table>
<thead>
<tr>
<th>Other Information pertaining to our Quotation are as follows:</th>
<th>Yes, we will comply OR State, as required</th>
<th>No, we cannot comply (state as required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Production/Delivery capacity acceptable: The bidder shall state the delivery lead-time (Maximum 30 days from the issuance of purchase order or signing of frame agreement. Earlier delivery time will be preferred.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delivery as per prescribed Procedure: ITB document Clause 2.4.1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirmation that the goods provided for Testing/Inspection are available in adequate quantities and there shall be no request for changes during delivery.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bid Security of PKR 150,000 submitted in the form of DD / PO / CDR.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Offer Validity: (90 Calendar Days)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acceptance of UNHCR General Terms and Conditions for Goods and Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acceptance to offer goods as per the Technical Specification in Annex G</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Company Name: __________________________________________

Authorized Person & Title: __________________________________

Signature & stamp: ________________________________

Date: ________________________________