

Délégation pour le Somalia

Branch Office for Somalia

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DATE: June 12, 2017

TENDER
Re-Advertisement
INVITATION TO BID: No. ITB/SOM/BOS/17/012

FOR PROVISION OF CLEANING, LOUNDERING AND GENERATOR
ATTENDANT SERVICES AT UNHCR OFFICE IN BOSSASO AND GALKAYO,
SOMALIA

CLOSING DATE AND TIME: Sunday July 9, 2017, 16.30pm EAT

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 7,685 people in more than 125 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), Bossaso and Galkayo Somalia, is seeking for qualified company to provide Cleaning, Laundering and Generator Attendant Services in UNHCR Bossaso and Galkayo Compounds. **It is mandatory for all bidders to visit the site.** The successful company will be awarded an initial two (2) years contract with possibility of extension for another two years subject to service requirement, satisfactory performance and availability of fund.

UNHCR invites qualified construction companies, to make a firm offer as listed in Annex A.

IMPORTANT:

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 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:	Terms of Reference
Annex B:	UNHCR General Conditions of Contracts for the Provision of Goods and services – 2010
Annex C:	Vendor Registration Form

2.2 **ACKNOWLEDGMENT**

We would appreciate you informing us of the receipt of this ITB by return e-mail :

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid

2.3 **REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to sombssupply@unhcr.org copying mohamhas@unhcr.org the subject should be the ITB number. **The deadline for receipt of questions is 16:30 hrs on 6th July 2017.**

IMPORTANT:

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

UNHCR will compile the questions received and plans to respond to 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**

Your offer shall be prepared in English.

Please submit your offer using the Annex 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:

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 equipment you are offering, fully conform to the specifications given. Clearly state and disclose any discrepancies with the specifications given.

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

Production/Delivery Capacity: The bidder shall state the mobilization time, ex-stock (if no set up time is required) and total lead-time for the whole quantity.

Inspection: Inspection will be applicable and will be advised at the time of Purchase Order issuance. The inspection will be arranged and paid for by UNHCR.

Place of Inspection: The bidder shall state the place of inspection.

Country of Origin of the Supplier and place of Manufacture:

The technical offer shall state the country in which the supplier is registered, as well as the country and place of manufacture some of the products.

Warranty: The bid shall include defects and liability period with terms of warranty.

Certificate: If available, the bidder shall submit a copy of internationally recognized quality certificate of the manufacturing company together with a copy of quality certificate for the finished product.

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 Goods / Services: Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods / services by signing **Annex D**.

2.4.2 **Content of the FINANCIAL OFFER**

Your **financial offer** must contain an overall offer in a single currency, in USD.

The Financial offer is to be submitted as per the Financial Offer Form (**Annex A**). Bids that have a different price structure may not be accepted.

The following details shall be provided for each item:

Unit costs: The bidder shall quote the unit price per line items. Any quantity or other discounts shall be clearly indicated.

UNHCR is exempt from all direct taxes and customs duties. In this regards, **price has to be given without VAT.**

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 Technical and Financial evaluation:

All bids from pre-qualified suppliers will be evaluated based on:

- Compliance with the established UNHCR specifications
- Unit cost and total cost
- Delivery capacity.

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.

2.5.2 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 / services,
- Ability to respond quickly to Agency's needs,
- Timely delivery
- Dependability of products and services

2.6 SUBMISSION OF BID:

The offers must bear your official letter head, clearly identifying your company. Sealed offers should be addressed as listed below and submitted to:

TO BE ADDRESSED AS FOLLOWS:

INVITATION TO BID NO: ITB/SOM/BOS/17/012

**FOR PROVISION OF CLEANING AND CASUAL WORKERS SERVICES IN FO
BOSSASO AND SO GALKAYO,
SOMALIA**

TO BE DROPPED INTO A TENDER BOX INSIDE UNHCR BOSSASO, GALKAYO & GAROWE OFFICES

**AT THE ATTENTION OF
UNHCR HEAD OF OFFICE -BOSSASO**

Offers must be submitted in 2 (two) separately sealed envelopes as follows:

- 1 (one) sealed envelope containing technical part of the offer (vendor registration form, ISO certificates, if any, all statutory documents such as company registration documents)
- 1 (one) sealed envelope containing financial part of the offer (Financial Proposal Form)

Offers submitted must be sealed in an outer and two inner envelopes as detailed below:

- a. the outer envelope should be marked and addressed as above,*
- b. the first inside envelope will contain the vendor registration form and the relevant registration documentation,*
- c. the second inside envelope shall contain your financial offer and duly filled price proposal form.*

IMPORTANT: Offers that are otherwise addressed and/or copied or sent to other addresses or individuals will be marked invalid and not considered for evaluation.

Deadline: 9TH July 2017, 16.30pm EAT

IMPORTANT:

Any bid received after this date will not be considered. 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:

To be included in the main competition the supplier's product must pass the test and has been accepted by UNHCR as meeting our technical specifications.

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 USD. Payment will be made in accordance to the General Conditions for the Purchase of Goods and in USD. 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 for provision of Goods services (**Annex D**) 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

Mohamed Kheyre
Supply Associate
UNHCR FO Bossaso, Somalia.