



UNHCR

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

DATE: October 7, 2018

INVITATION TO BID: No. ITB/SOM/BOS/2018/002

**FOR THE ESTABLISHMENT
OF A FRAME AGREEMENT FOR WAREHOUSING SERVICES IN BOSSASO**

CLOSING DATE AND TIME: 03/11/2018 – 4:30 pm Local time

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), Field-Office in Bossaso, invites qualified companies who provide warehousing services in Bossaso to make a firm offer for the establishment of Frame Agreement for the warehousing services in Bossaso, Puntland.

IMPORTANT:

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

UNHCR may award Contract with initial duration of 2 (two) years, potentially extendable for a further period of 1 (one) year, for providing warehousing services.

The successful bidder will be requested to maintain their quoted price model for the duration of the Contract.

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 Contract with other UN Agencies.

IMPORTANT:

When a Contract 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.

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: Technical Specifications
- Annex B: Technical Offer Form
- Annex C: Financial Offer Form
- Annex D: Vendor Registration Form
- Annex E: UNHCR General Conditions of Contracts for the Provision of Goods [and Services] – 2010

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to at kheyre@unhcr.org and copy farahm@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 Mohamed Kheyre, Supply Associate at kheyre@unhcr.org and copy farahm@unhcr.org. **The deadline for receipt of questions is 23:59 hrs CET on 25/10/2018.**

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 particular question to all other invited bidders at once **OR** will respond to these at the supplier conference. After the supplier conference, a Questions & Answers document will be prepared and posted on the UNHCR website.

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
- Vendor Registration Form (if you are not already a registered vendor with UNHCR)
- UNHCR General Conditions of Contracts for the Provision of Services (acknowledgement by signing and stamping)

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** and technical offer form should be submitted as per **Annex B**.

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.

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

Business Registration: The bidder shall submit copies of valid business license/certificate of registration of the relevant ministry and local governments. Failure to send the above requested information may result in disqualification of your offer from further evaluation process.

City and address of storage capacity: The Bidder should indicate the address of storage capacity offered. Once subcontracting is the case, the circumstances should be clearly stated and the confirmation of official permission for sub-lease right granted to the bidder should be provided.

Scope of Services: The Bidder should indicate the ability to provide each type of requested services (See **Annex A**)

Storage Conditions: The Bidder's technical proposal should contain precisely described storage conditions (temperature, humidity control, air-conditioning etc) (See **Annex B**).

Warehouse capacity: The Bidder should indicate available storage capacity in number of pallets, and possible types of storage (shelving, roofed area, open-air area).(See **Annex B**)

Liability: Technical proposal should contain liability assurance with terms of claim process (See **Annex B**).

Working hours: Technical proposal should clearly state working hours of warehouse along with possibility and terms of warehousing services in non-working hours (See **Annex B**).

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 D**).

UNHCR General Conditions for Provision of Services: Your technical offer should contain your acknowledgment of the UNHCR General Conditions for Provision of Services by signing (**Annex E**).

2.4.2 Content of the FINANCIAL OFFER

Your separate **financial offer** must contain an overall offer in a single currency, either in US Dollars.

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

The following details shall be provided for each item:

Service costs: UNHCR is exempt from all direct taxes and customs duties. With this regards, price has to be given without VAT.

You are requested to hold your offer valid for 90 calendar 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.

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 evaluation of the supplier's services,
- Ability to respond quickly to Agency's needs,
- Timely delivery,
- Dependability of services.

2.5.2 Technical and Financial evaluation:

All bids from suppliers will be evaluated based on pass/fail as follows:

NO	Criteria	Pass/Fail (P/F)
1	Business License (valid registration certificates of the	

	relevant ministries and local governments)	
2	City and address of storage capacity: address of Warehouse for safety and security assessment	
3	Vender Registration Form (if company is not registered already provide complete signed and stamp VRF)	
4	Scope of Services: Compliance with the established UNHCR specifications in Annex: A	
5	Storage Conditions: temperature, humidity control, air-conditioning	
6	Warehouse capacity: shelving, roofed area, open-air area	
7	Working Hours: Possibility to work in non-working days and hours	
8	Liability: Bidders liability acknowledgement	
9	UNHCR General Conditions for Provision of Services: acknowledgement of the General Terms and Conditions	

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 BID:**

Bids must be submitted enclosed in SEALED envelopes, delivered to the address provided below and in the UNHCR “**TENDER BOX**”).

The sealed offer must be sent in an outer and two inner envelopes, the first one marked “**Technical Offer**” and the second one marked “**Financial Offer**” to the following address:

**UNHCR Field-Office, Bossaso
Near International Village Hotel
ITB/SOM/BOS/2018/002**

Please make sure the receptionist signs and dates the envelope prior to dropping into the tender box.

IMPORTANT:

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

Deadline: 05/11/2018, 4:30 pm Local time.

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 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 Services.

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 USD. Payment will be made in accordance to the General Conditions for the Purchase of Services 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 SERVICES

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.

John Nyakairu,
Officer In-Charge
UNHCR Bossaso