



**UNHCR**

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

**DATE: 31 May 2024**

**INVITATION TO BID: No. ITB/2024/018**

**FOR THE ESTABLISHMENT OF (2+1) YEAR  
FRAME AGREEMENT FOR THE SUPPLY AND DELIVERY OF  
MATERIAL FOR SHELTER KITS**

**CLOSING DATE AND TIME: 15 July 2024 – 23:59 HRS  
BEIRUT, LEBANON LOCAL TIME OR EARLIER**

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## **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 coordinate 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, UNHCR has more than 20,000 staff in more than 135 countries continues to help about 108 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environments, 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) in Beirut, Lebanon invites qualified suppliers to make a firm offer for the establishment of Frame Agreement(s) for the supply and delivery of material for shelter kits as per below list and attached technical specifications (Annex A).

Offers can be submitted for all or any number of following listed lots (**except for Lot 4, 5 and 6** which has to be all quoted as one-kit), but incomplete offer per lot will not be accepted (i.e. quote for partial item under a lot).

- Lot 1 - Timber 9,562.40 m<sup>3</sup> (details in Annex A)
- Lot 2 - Plywood 226,000 pcs (details in Annex A)
- Lot 3 - Insulation foam 600,000 m<sup>2</sup> (details in Annex A)
- Lot 4 - Clear plastic film 920,000 m<sup>2</sup> (details in Annex A)
- Lot 5 - Ironmongery for 56,000 set (details in Annex A)
- Lot 6 - Tool set 56,000 set (details in Annex A)

Please note that figures have been stated in Annex A to enable bidders to have an indication of the projected requirements and may increase or decrease. 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.

UNHCR may award Frame Agreement with initial duration of 2 (two) years, potentially extendable for a further period of 1 (one) year, subject to the satisfactory performance of the selected company(ies) during the contract period, at the same terms, conditions and prices as set forth in the initial FA. The successful bidder will be required to maintain their quoted price for the duration of 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.

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: Technical Offer Form
- Annex B: Financial Offer Form
- Annex C: First Stage Evaluation (*for UNHCR internal use*)
- Annex D: Inspection of Samples (*for UNHCR internal use*)
- Annex E: Vendor Registration Form
- Annex F: UNHCR General Conditions of Contracts for the Provision of Goods - REV.: JULY 2018
- Annex G: UNHCR Supplier Code of Conduct
- Annex H: Sanction Clearance Form

### **2.2 ACKNOWLEDGMENT**

We would appreciate you informing us of the receipt of this ITB by return e-mail to ([atat@unhcr.org](mailto:atat@unhcr.org)) and ([omaryt@unhcr.org](mailto:omaryt@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 or any question in respect of this ITB by e-mail to ([atat@unhcr.org](mailto:atat@unhcr.org)) and ([omaryt@unhcr.org](mailto:omaryt@unhcr.org)). **The deadline for receipt of questions is Monday, 24<sup>th</sup> of June 2024 at 16:00 HRS Beirut, Lebanon local time.** Bidders are requested to keep all questions concise.

**IMPORTANT:**

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

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**

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 2.7) of this ITB.

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.

### **Special Instructions:**

- **Liquidated damage:** delay in delivery beyond agreed schedule in the purchase order is subject to liquidated damages (see 2.8).
- **Transportation:** cost must be inclusive of transportation to UNHCR warehouses located in Beirut-Zouk Mosbeh, Zahle-Taanayel, Tripoli-Minieh and Tyre areas.
- **Pre-loading inspection:** selected supplier must check/inspect all the items before dispatching them to UNHCR warehouse.
- **Rejected items:** all rejected items must be replaced by the supplier at no cost to UNHCR.
- **Delivery by kits:** supplier should deliver items in kits or as requested by UNHCR. Kits are to be arranged by supplier at supplier's premises at no extra cost to UNHCR.
- **Quantity adjustment:** stated figures quantity may increase as well as decrease depending on operational needs.

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

- Technical offer
- Financial offer
- Physical Sample of all quoted products (non-returnable) are **mandatory** and **must** be submitted to UNHCR Beirut, Lebanon Supply unit. **Any offered product without a sample will be disqualified.** Your samples

should be labeled with your Company’s name and handed over against a delivery note to avoid any inconvenience. For requirement on samples please refer to below table and Annex A.

**Requirement on Sample:**

Sr.	Lot#	Item	Required Size of Sample	Remarks
1.	Lot 1	Timber 80mmx80mmx3m	50 cm length	If you quote for Lot (1) then you must submit samples for all three types of Timber.
		Timber 100mmx50mmx4m	50 cm length	
		Timber 100mmx25mmx4m	50 cm length	
2.	Lot 2	Plywood 2440mmx1220mmx8mm	15cm length x 15cm width	If you quote for Lot (2) then you must submit samples for all three types of Plywood.
		Plywood 2440mmx1220mmx4mm	15cm length x 15cm width	
3.	Lot 3	Insulation foam	50cm length x 50cm width	a. Mandatory lab test report confirming that the submitted sample meets all UNHCR’s requirement. For more details, please refer to Annex A/Lot3/Insulation Foam item.  b. If you quote for Lot (3) then you must submit <b>sample</b> and <b>mandatory lab test report</b> for your offered insulation foam product.
4.	Lot 4	Clear plastic film	As specified in Annex A under “Physical Sample Required for Submission”.	If you quote for Lots (4/5/6) then you must submit samples for all items as indicated in Annex A.
5.	Lot 5	Ironmongery		
6.	Lot 6	Tool set		

Technical and financial offer must be sent in separate offers. For further instructions on submission please refer to “Submission of Bid” section 2.7 of this ITB.

**Submission of Samples:**

All samples should be handed over to Mr. Wassim Atat, UNHCR Beirut, Lebanon/Supply unit. Samples must bear your official letter head, clearly identifying your company. All samples should be submitted on or before **15 July 2024 – 23:59 hrs Beirut, Lebanon local time, the same submission date as for your offer.**

- **Sample Delivery place:**  
UNHCR Representation in Lebanon  
S&K Bldg. 4396, Nicolas Ibrahim Sursock Street, Jnah  
P.O.Box 11-7332  
Ramlet El Baida, Beirut – Lebanon
- **Bid Reference:** ITB/2024/018

**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.

Your offer should clearly state whether or not the goods you are offering are fully conforming to the product specifications given in Annex A. Clearly state and disclose any discrepancies with the given specifications.

I. Sample of quoted products:

Your offer must be accompanied by sample of all quoted products. UNHCR will only consider offers with sample. **Please carefully verify that all your submitted samples comply with the tender specifications and that none are missing.**

II. Documents to be submitted with offer: Eligibility Criteria

The following nine (9) eligibility criteria must be met by the bidder to qualify for further consideration. Pre-conditions are not ratable components of the technical offers.

- Proof that your company is registered and licensed by the Government at your country of origin to provide such items. Please submit your company's registration documents, in English, at your country of origin.
- Proof that your company has been manufacturing or selling identical products for 3 or more years from tender date.
- Your company's profile.
- Proof that your company is registered with the VAT Lebanese Ministry of Finance, *only applicable to local companies in Lebanon.*
- Duly completed, signed, stamped and dated vendor registration form (**Annex E**).
- Written statements:
  - Confirming and accepting UNHCR general terms and conditions including payment within 30 days from the invoice receipt date following satisfactory delivery of goods/services.
  - Confirming your acceptance to the incoterm DDP and delivery to all UNHCR warehouse locations in Beirut-Zouk Mosbeh, Zahle-Taanayel, Tripoli-Minieh and Tyre areas.
  - Confirming submission of mandatory samples in line with tender requirements on sampling.
- Provide at least three (3) references including (reference letter, email address, contact person, phone number) from your current/previous clients to be contacted, as needed.

III. The following details shall also be provided along with the offer:

**Terms of Delivery:** The products shall be delivered to UNHCR warehouses stated above under 2.4. Your quote shall be DDP to the stated UNHCR warehouse locations.

**Packing details:** Your offer shall confirm packing details as required in Annex A. Please be aware that items in Lots 4, 5, & 6 need to be packaged and delivered to UNHCR as a kit. The contents of each kit may vary depending on current requirements, which will be communicated to the awarded bidder(s) prior to issuing the purchase order. The contents of each kit will fall within the parameters of the signed frame agreement in terms of type and quantity.

**Country of Origin for the products:** Your offer shall state the country of origin for the products in Annex A.

**UNHCR General Conditions for Provision of Goods:** Your offer should contain your acknowledgement of the UNHCR General Conditions of Contracts for the Provision of Goods (REV.: JULY 2018) - by signing and stamping (**Annex F**).

**UN Supplier Code of Conduct:** Your technical offer should contain your acknowledgement of the UN Supplier Code of Conduct by signing and stamping (**Annex G**).

**Sanction Clearance Form:** Your technical offer should contain your acknowledgement of the Confirmation On Vendor's Sanctions Lists by completing, signing and stamping (**Annex H**).

#### **2.4.2 Content of the FINANCIAL OFFER**

Your separate **Financial Offer** must cover all the services to be provided (price “**all inclusive**”) in a single currency, US Dollars.

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

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

**Monthly Delivery capacity:** bidder shall state the monthly delivery capacity of kits.

**Delivery lead time:** bidder shall also state the required delivery lead time to deliver stated number of kits under Monthly Delivery Capacity. The delivery lead time includes *mobilization time, production time, packing time and delivery time needed to deliver the kits up to UNHCR warehouse*.

Price has to be given without VAT. However, UNHCR will pay the VAT to the awarded vendor in local currency at the local government official rate. VAT amount will be paid in local currency at the official government rate.

You are requested to hold your offer valid for a minimum of 120 days from the deadline for submission. UNHCR will make its best effort to select a company within this period.

#### **2.5 BID EVALUATION:**

The evaluation process will be conducted in three (3) stages as follows:

##### **2.5.1 Technical:**

- a. First Stage (Eligibility Criteria): Pass/Fail  
Checking and verification of submitted tender documents by UNHCR Technical Evaluation Committee (TEC). UNHCR's TEC will check submitted tender documents and mark 'Pass' or 'Fail' against the conditions listed at **Annex C**. Missing documents, if any, will be

requested from the vendors. Vendors refusing to provide missing document, when requested within a given deadline, will not be included for further evaluation. Others scoring 'Pass' to all requirements will qualify for further evaluation.

b. Second Stage (Technical): inspection of samples by TEC.

UNHCR's TEC will inspect the quality of samples against the specification requirements listed in **Annex D**. Submitted samples for lot 3-insulation foam item will not be considered for inspection/evaluation without the mandatory lab test report.

Offers obtaining 'pass' in all specification requirements per lot will qualify for further evaluation (except for Lot4, 5 and 6 which have to be all quoted as one-kit and only offers obtaining 'pass' to all items under the three lots 4, 5 and 6 will qualify for further evaluation).

Please note that as mentioned earlier in this ITB, incomplete offer per lot will not be accepted (i.e. quote for partial items under a lot).

In examining the quality of samples, UNHCR TEC will take measurement; check the quality of material, weight, dimensions, humidity rate, assess mandatory test report and so on to determine whether or not the sample is approved. Methods to follow are as follows:

Sr.	Lot#	Item	Method
1.	Lot 1	Timber	quality of material, dimensions, and humidity rate
2.	Lot 2	Plywood	quality of material and dimensions
3.	Lot 3	Insulation foam	quality of material and assess mandatory lab test report
4.	Lot 4	Clear plastic film	quality of material, dimension, and strength
5.	Lot 5	Ironmongery	quality of material, weight, and size
6.	Lot 6	Tool set	quality of material, weight, and size

**2.5.2 Financial:**

c. Third Stage (Financial): evaluation of Financial Offers.

Offers will be tabulated and compared for all participating companies with technically compliant valid offers. Bidder must quote for all items in any lot to be eligible for competition (except for Lot 4, 5 and 6 which must be all quoted as one-kit). Incomplete offer per lot will not be accepted (i.e. quote for partial items under a lot). The contract may be awarded to the vendor(s) with the lowest priced offer passing the technical evaluation.

**2.6 EVALUATION OF SUPPLIERS:**

Supplier Registration:

The qualified supplier(s) 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

## 2.7 **SUBMISSION OF BID**

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

**Bids should be submitted by file upload to eTenderBox, the online bid registration tool of UNHCR.**

The eTenderBox can be accessed via the following URL: <http://etenderbox.unhcr.org>.

In order to use the eTenderBox, registration on the website is required. This registration is exclusively for eTenderBox and does not replace any other registrations for UNHCR applications. One Supplier should have only one registered email account in the system. Therefore, the Supplier must use only one eTenderBox account for managing its offers to UNHCR. In case the password is forgotten, that account cannot be used anymore and new registration is required. Registration Guide and User Manual of eTenderBox are available at the above URL.

**IMPORTANT:**

The technical offer and financial offer shall be clearly separated by uploading them to the appropriate category in the system. Failure to do so may result in disqualification.

Allowed extensions for files to upload are .doc, .docx, .xls, .xlsx, .rtf, .png, .jpg, .jpeg, .pdf, .txt, .zip, .ppt, .pptx, .bmp, .rar, .gif, .tif and .tiff. Executable files (.exe, .bat, .cmd, etc.) should not be uploaded. The maximum size limit per file is **10MB**.

Uploaded files can be amended by the Supplier while the tender is open. The selected files for upload are submitted when the ‘Save & Submit’ button is clicked on. Therefore, this button has to be clicked before the deadline expires. If done so, the selected files will be submitted and uploaded successfully even if the deadline expires during the file upload. It is the Supplier’s responsibility to ensure that all files of the final offer are submitted by the tender expiration deadline.

Once the deadline for submission is expired, the bid will be automatically closed after which the uploaded files can be reviewed but options for additional upload and deletion of previously uploaded files are not available anymore. In order to ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline.

**Deadline: 15<sup>th</sup> July 2024 – 23:59 Hrs Lebanon Local Time**

**IMPORTANT:**

The tender deadline displayed on eTenderBox is always in the user's local time zone. Therefore, no further time difference calculation is needed in order to define the deadline of the tender. Please always consider the above before submitting your offer and make sure that all documents are uploaded and submitted to eTenderBox well before the tender deadline.



**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.

**IMPORTANT:**

Any bid submission via email or hard copy may result in disqualification of your offer unless instructed in writing by UNHCR. Please note that external links for file transfer will not be accepted.

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 bidder's technical part of the offer has passed the evaluation and has been accepted by UNHCR as meeting the technical requirements.

**2.8 LIQUIDATED DAMAGE:**

Late delivery beyond agreed delivery schedule of contracted items will be subject to liquidated damages equivalent to USD 0.3% of the relevant PO amount for each calendar day of delay beyond the date upon which the Goods were due to be delivered. The total liquidated damages shall not exceed 10% of the total relevant PO value.

**2.9 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. Such extension of the deadline may accompany a modification of the solicitations 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 vendor(s) with technically compliant bid offering the lowest cost.

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

Any Purchase Order (PO) issued as a result of this ITB will be made in US Dollars. Payment will be made in accordance with the General Conditions for the Purchase of Goods and in USD. Payments shall only be made after successful delivery of goods.

**2.11 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS**

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.

**2.12 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.

**2.13 THE UN GLOBAL COMPACT**

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, labor, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative. UNHCR encourages bidders to sign up to this initiative at: <https://www.unglobalcompact.org/>

Gerard Moya  
Senior Supply Officer  
UNHCR Beirut, Lebanon

Digitally signed  
by Gerard Moya  
Date:  
2024.05.30  
19:03:34 +03'00'