



UNHCR

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

DATE: 15 OCTOBER 2024

INVITATION TO BID: No. ITB/2024/026

**FOR THE SUPPLY, DELIVERY, INSTALLATION,
TESTING, COMMISSIONING AND TRAINING
RELATED TO MEDICAL EQUIPMENT**

CLOSING DATE AND TIME: 28 OCTOBER 2024 – 23:59 HRS BEIRUT, LEBANON LOCAL TIME OR EARLIER

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees was established on 14 December 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 seven 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 over 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 and manufacturers to make a firm offer for the supply, delivery, installation, testing, commissioning and training related to medical equipment as per attached technical specifications (**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 a Purchase Order.

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 Specifications
Annex B:	Bill of Quantity
Annex C:	Technical Offer Form
Annex D:	Financial Offer Form
Annex E:	Vendor Registration Form
Annex F:	UNHCR General Conditions of Contracts for the Provision of Goods and services- 2018
Annex G:	UN Supplier Code of Conduct
Annex H:	Confirmation on Vendor Non-Sanctions list

2.2 ACKNOWLEDGMENT

We would appreciate you informing us of the receipt of this ITB by return e-mail to (habchy@unhcr.org) and (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 (habchy@unhcr.org) and (omaryt@unhcr.org). **The deadline for receipt of questions is Friday, 18 October 2024 at 23:59 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 eTenderBox platform will result in disqualification of the offer. Please submit your bid offer as described under 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.

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

- Technical offer
- Financial offer

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.

2.4.1 Content of the TECHNICAL OFFER

Please review carefully the requirements and questions in this section. Provide answers as required and upload supporting documents when requested so. Failure to send the above requested information may result in disqualification of your offer from further evaluation.

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.

Your Technical offer should include requirement under below **Section 1. Mandatory Requirements** and **Section 2. Technical Requirements**

2.4.1.1 Section 1. Mandatory Requirements

The following Eight (8) eligibility criteria must be met by the bidder to qualify for further consideration:

- ✓ Proof the company is registered and licensed to provide such goods/services (Registration certificate);
- ✓ Proof that the company has been manufacturing or selling similar products for a minimum period of three (3) years prior to the closing date of this invitation to bid;
- ✓ Registration certificate with VAT, if applicable;

- ✓ Copies of signed audited reports for the last 2 fiscals;
- ✓ **UNHCR General Conditions of Contracts for the Provision of Goods and services:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions of Contracts for the Provision of Goods and services by signing **Annex F**;
Please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for Provision of Goods and Services;
- ✓ **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**);
If your company is already registered with UNHCR, please submit an empty Vendor Registration Form clearly indicating your UNHCR Vendor ID;
- ✓ **UN Supplier Code of Conduct:** Your technical offer should contain your acknowledgement of the UN Supplier Code of Conduct by signing **Annex G**;
- ✓ Signed and Stamped **confirmation on vendor non-sanction lists Annex H.**

2.4.1.2 Section 2. Technical Requirements

Partial bidding is accepted, thus you may choose to submit a quote for one or more of the 14 required items. However, for each quoted item, you must fully address all the requirements listed below and provide the necessary supporting documents, otherwise you offer will be disqualified. **Make sure to print and fill Annex C - Technical Offer Form for each of the offered product.**

- ✓ **Content of the TECHNICAL OFFER:** The technical details of the products requested by UNHCR can be found in the Technical specification - Annex A.
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 using **Annex C- Technical offer form**.
Data Sheet: You are requested to attach a data sheet for offered product, offered products without data sheet may be rejected.
- ✓ **Incoterms acceptance:** The International Chamber of Commerce Incoterms 2020 will apply to this ITB and any resulting purchase order(s).
The applicable Incoterm will be either:
Option A: DAP – UNHCR Warehouse, Zouk Mosbeh.
However, at the time of distribution, the supplier will be responsible for collecting the products and distributing them to designated hospitals in Lebanon.

Option B: DAP - Designated hospitals in Lebanon

UNHCR will confirm the selected option (A or B) prior to delivery. The exact distribution plan and locations for both options will be provided at a later stage.

Please indicate if your offer meets the above requirements.

- ✓ **Manufacturer Authorization:** Please include with your offer a formal authorization from the manufacturer, granting your company the rights to distribute and sell the proposed products within Lebanon.
- ✓ **Delivery Capacity:** Please state the mobilization time, for the quoted products considering shipment, clearance, delivery, installation, testing commissioning and training. **It is advised that the products be fully delivered within a maximum time frame of 3 to 6 months.**
- ✓ **Country of Origin of the Supplier and place of Manufacture:** Please state the country in which the supplier is registered as well as the country and place of manufacture of the products. Please ensure that all the offered products are in accordance to the Lebanese customs regulations for import.
- ✓ **Supply, delivery, installation, testing, commissioning and training:** UNHCR request is for supply, delivery, installation, testing, commissioning and training for the hospital staff on the delivered equipment. Please confirm your ability and willingness to fulfill the requirements in your offer.
- ✓ **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. Recommended usable lifespan **if for a minimum of 5 years whereas recommended consumable shelf life is 2 years, from time of arrival. *Please ensure to mention both shelf life and lifespan of the equipment and in case of consumables also mention their shelf life.***
- ✓ **Inspection:** Inspection and laboratory testing of goods may be applicable and will be advised at the time of purchase. The inspection will be arranged and paid for by UNHCR. Please note that inspection charges resulting from the supplier's default will be charged directly to the supplier. **Please confirm the acceptance of the inspection requirements.**
- ✓ **Certificates:** Please submit a copy of internationally recognized quality certificate of the manufacturing company if available together with a copy of mandatory quality certificate for the finished product. **FDA and/or CE certificate or equivalent are mandatory for all products.**
- ✓ **Warranty:** Please indicate the defects and liability period with terms of warranty, including the warranty start date. **A minimum warranty period of 12 months is required.**

2.4.2 Content of the FINANCIAL OFFER

Your Financial Offer must contain an overall offer in a single currency, **US Dollars**

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

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

Unit cost: The bidder shall quote the unit price DAP including supply, delivery, installation, testing, commissioning and training.

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

You are requested to hold your offer valid for a minimum of **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 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.

Note: Partial bidding is accepted, you may partially quote for any of the 14 requested items; however, the full quantity specified for each item must be quoted.

2.5 BID EVALUATION:

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

2.5.1 Technical:

a) First Stage (Mandatory Requirements) Pass/Fail:

Checking and verification of submitted documents, listed under **point 2.4.1.1 Section 1. Mandatory requirements**, by UNHCR Technical Evaluation Committee (TEC). UNHCR's TEC will check submitted documents and mark 'Pass' or 'Fail' against the conditions listed above. Missing documents, if any, will be requested from the vendors. Vendors fail 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 Requirements):

UNHCR's TEC will inspect the technical specifications of quoted goods against the requirements listed in **under point 3.4.1.2 Section 2. Technical Requirements**.

Offers obtaining 'pass' in all specification requirements will qualify for further evaluation.

2.5.2 Financial:

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

Offers will be tabulated and compared for all participating companies with technically compliant valid offers.

Partial bidding is accepted; therefore, bidders may quote for one or more of the requested products.

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: 28 October 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 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 bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency.

2.9 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.

2.10 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 UNHCR staff.

2.11 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/>

P.P. Gerard Moya
Senior Supply Officer
UNHCR Beirut, Lebanon