



UNHCR

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

DATE: 04/06/2024

INVITATION TO BID: No. ITB/2024/04

**FOR THE ESTABLISHMENT
OF A FRAME AGREEMENT(s) FOR THE SUPPLY OF
FURNITURE**

CLOSING DATE AND TIME: 23/06/2024 – 23:59 hrs EET

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 six 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), Representation in the Republic of Moldova, invites qualified suppliers and manufacturers to make a firm offer for the establishment of Frame Agreement(s) for the supply of different types of furniture.

IMPORTANT:

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

UNHCR may award multiple Frame Agreement(s) with initial duration of 2 (two) years, potentially extendable for a further period of 1 (one) year. Specific requirements will be tendered based on the Frame Agreements under the secondary-bidding modality. The successful bidders will be requested not to increase the contracted price of individual items by more than 10% for the duration of the Frame Agreement(s). Adjustments exceeding this threshold should be fully justified and documented. UNHCR maintains the prerogative not to consider such requests or to otherwise terminate the LTA with no liability whatsoever to UNHCR and shall notify the Contractor in writing of the decision.

The estimated annual requirement of UNHCR is expected to reach approximately 350,000 USD. The amount is based on historical volume of transactions for similar requirements in 2023.

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 30 days' notice, in writing to the other party.

The initiation of conciliation or arbitral proceedings in accordance with article 19 "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.

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 integral part of this Invitation to Bid:

Annex A:	Terms of Reference
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 – July 2018
Annex F:	UN Supplier Code of Conduct
Annex G:	eTenderbox Registration Guide
Annex H:	Supplier User Manual

2.2 ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this ITB by return e-mail to MDACHSUPPLY@unhcr.org as to:

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid
- The source where you have acquired this tender document (e.g. E-Mail , Chamber of Commerce, UNGM website, printed media etc.)

IMPORTANT:

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

2.3 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to MDACHSUPPLY@unhcr.org. **The deadline for receipt of questions is 23:59 hrs EET on 16/06/2024.**

IMPORTANT:

Please note that Bid Submissions are **NOT** to be sent to the e-mail addresses above. Failure to comply with this provision may result in disqualification.

UNHCR will reply to the questions received as soon as possible by means of publication on advertised platforms or by email to all invited bidders.

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 and only 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 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.

Incoterms: The International Chamber of Commerce Incoterms 2020 shall apply for this ITB and for any resulting purchase orders(s).

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 D**).

Please note that submission of a bid is deemed as acknowledgement of UNHCR's General Conditions for Provision of Goods and Services and the UN Supplier Code of Conduct.

2.4.2 Content of the FINANCIAL OFFER

Your separate **Financial offer** must contain an overall offer in Moldovan Leu (MDL) excluding VAT.

IMPORTANT:

Please carefully consider the pricing model applicable to this invitation tender.

You are requested to quote all sections in the Financial Offer Form attached as Annex C.

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:

Unit costs: The bidder shall quote the unit price **Delivery at Place (DAP)** in Chisinau, Moldova. The unit cost shall be provided for the supply of product in bulk as well as palletized. Any quantity or other discounts (e.g. volume discounts) shall be clearly indicated.

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 180 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:

- Participation in all secondary-bidding processes,
- Ability to respond quickly to Agency's needs,
- Timely delivery,
- Dependability of products and services,
- Lead time for delivery.

2.5.2 Technical and Financial evaluation:

The technical component of the submission will be evaluated using the criteria **PASS or FAIL by using the exact same structure as outlined in Annex B and below.**

Offers will be technically evaluated using the PASS/FAIL system based on criteria inter alia selected among those listed at the section 2.4.1 summarized below. Please note that your bid has to qualify (PASS) on all mandatory criteria to qualify for Financial evaluation.

TECHNICAL EVALUATION CRITERIA	MERIT PASS/FAIL
A – MANDATORY ELIGIBILITY CRITERIA	
Business registration certificate - testifying business activity exceeding 3 years	Pass/Fail
Tax certificate	Pass/Fail
Provide at least three reference letters relevant to this tender and demonstrating successful contract performance since 2020, including detailed contact information	Pass/Fail
Proof of Quality Assurance certification (ISO 9001 or equivalent)	Pass/Fail
Minimum warranty period of 12 months offered on all items	Pass/Fail
UN supplier Code of Conduct signed	Pass/Fail
General Terms and Conditions signed	Pass/Fail
Acceptance of DAP incoterm for orders & assembly & installation	Pass/Fail
The capability to supply high-quality/executive furniture using materials such as wood, MDF, or veneer	Pass/Fail
The capability to manufacture a variety of children's furniture suitable for kindergartens, schools, and universities	Pass/Fail
The ability to manufacture furniture supporting inclusion	Pass/Fail
Ability to customize furniture designs with on-site measurements	Pass/Fail
B - DESIRABLE CRITERIA	
Provide product catalogues to UNHCR	Pass/Fail
Completed, signed, and stamped Vendor Registration Form	Pass/Fail
ISO 14001 certification of environmental management or equivalent	Pass/Fail
Production facilities within Moldova	Pass/Fail
Extended warranty for the offered items	Pass/Fail
UNHCR may during the evaluation process request evidence of abridged financial statements or reports for the last 3 complete financial years to assess and make an informed opinion on your company's financial standing and ability to fulfil orders	Pass/Fail
The ability to supply medical furniture	Pass/Fail
The ability to deliver goods to Transnistria	Pass/Fail

2.5.3 Financial evaluation:

The financial component will be analyzed only for those suppliers that pass the technical evaluation.

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

- Compliance with the established UNHCR specifications (Laboratory results),
- Unit cost DAP, (non-palletized/palletized), Chisinau, Moldova.
- 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.

2.6 SUBMISSION OF BID:

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

Bids should be submitted via <https://etenderbox.unhcr.org> and all attachments should be in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.).

The Technical and Financial offers shall be clearly separated.

IMPORTANT:

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

Deadline: 23/06/2024, 23:59 hrs EET.

IMPORTANT:

Any bid submitted after this date & time 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.

It is your responsibility to verify that all e-mails/documents have been uploaded properly before the deadline.

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 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 the currency of the winning offer(s). Payment will be made in accordance to 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 AND 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.

Signature
Andre Lukovics
Senior Supply Officer
UNHCR Representation in Moldova