

DATE: 23/06/2024

INVITATION TO BID: No. ITB/2024/5 - ADDENDUM I

**FOR THE ESTABLISHMENT
OF A FRAME AGREEMENT FOR THE SUPPLY OF**

- **WAREHOUSING SERVICE UNDER LOT NO.1**
- **TRANSPORTATION SERVICES UNDER LOT NO.2**

NEW CLOSING DATE AND TIME: 30/06/2024 – 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), Republic of Moldova Office, invites qualified suppliers and service providers to make a firm offer for the establishment of Frame Agreement(s) for the Warehouse rental & handling services (Lot 1), and Transportation services (Lot 2) for UNHCR in the Republic of Moldova.

IMPORTANT:

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

UNHCR may award Frame Agreement(s) with an initial duration of 2 (two) years, potentially extendable for a further period of 1 (one) year, for supplying its operations globally. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

Lot No. 1 The (UNHCR) seeks bids from qualified suppliers legally registered for the provision of warehousing services for incoming and outgoing relief supplies with accessibility to main roads in Chisinau city and suburbs within a radius of 10 kilometers. The storage spaces will be used to store among others non-food items (NFIs), specialized equipment, vehicles, containers, and generators.

Lot No.2: UNHCR seeks bids from qualified suppliers legally registered for the provision of transportation services on the territory of Moldova but also abroad. Mobilization time must be minimal and the types of transport can vary from vehicles of 1 ton to 40 tons.

Other United Nations Agencies, Funds, and Programs 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 90 days (3 months) 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.

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 an 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 – 2010
Annex F:	UN Supplier Code of Conduct
Annex G:	eTender 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 17/06/2024**

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 its 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:

The 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 the information required.

The terms of reference of the services requested by UNHCR can be found in **Annex A (TOR)**. Your technical offer should clearly state by completing and submitting Annex B – Technical Offer form for the relevant LOT whether or not the services you are offering are fully conforming to the references given. Clearly state and disclose any differences with the terms given.

2.4.2 Content of the FINANCIAL OFFER

Your separate **financial offer** must contain an overall offer in a single currency, MDL – Republic of Moldova Leu.

[IMPORTANT:

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

The price must remain unchanged for the duration of the Frame Agreement (2 + 1 years).

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.

UNHCR is exempt from all direct taxes and customs duties. With this regard, the 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:

Each bid from a supplier will be evaluated separately and independently. Bidders shall submit a complete proposal. The award of a previous contract with UNHCR will not be considered as a preference or guarantee for the award of the future contract.

Bids submitted for an individual LOT shall be evaluated independently and without reference to other LOTs. Bids for distinct LOTs shall not be deemed interrelated or complementary.

2.5.1 Supplier Registration:

The qualified suppliers will be added to the Vendor Database after an 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 the Agency's needs,
- Timely delivery,
- Dependability of products and services.

2.5.2 Technical and Financial Evaluation:

All bids from pre-qualified suppliers will be evaluated according to the criteria described in Annex B – Technical offer forms for Lot 1 & Lot 2 as well as based on:

- Compliance with the established UNHCR terms of references,
- 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 bids must bear your official letterhead, clearly identifying your company.

Bids should be submitted through the **eTenderBox** platform, which can be accessed via <http://etenderbox.unhcr.org>

IMPORTANT:

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

To submit a proposal against UNHCR tender, the bidder needs to register in **eTenderbox** system. Please refer to the **eTenderbox** user manual for bidders in Annex G. You are requested to get familiar with the platform and register your company for access to the current and upcoming UNHCR tenders.

Once the access is provided, the bidder will have access to active tenders. Bidders can access the specific tender by clicking on the "tender reference number", the system will then navigate to the tender review page, where separate technical and financial submissions can be done.

It is the bidder's responsibility to upload only technical bid under "Technical" category and Financial bid under "Financial" category. Failure to do so may result in disqualification.

NEW Deadline: [30/06/2024], 23:59 hrs EET.

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 necessary for a comprehensive understanding of its proposal by UNHCR.

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.

Important Dates to Note for Bid Submission:

Submission of bids	07/06/2024 – 30/06/2024 23:59 hrs EET (time in Chisinau)
Last day for questions	17/06/2024 23:59 hrs EET (time in Chisinau)
NEW Closing date for submission of bids	30/06/2024 23:59 hrs EET (time in Chisinau)

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 the Republic of Moldova