

DATE: 08/05/2024

REQUEST FOR QUOTATION RFQ № 24/RUS/010

FOR THE MISCELLANEOUS OFFICE SUPPLIES IN MOSCOW, RUSSIA

CLOSING DATE AND TIME: 23/05/2024 – 23:59

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹, is inviting bids from eligible firms, who have valid registration and relevant experience for the supply of miscellaneous office items for UNHCR Office in Moscow, Russian Federation.

1. REQUIREMENTS:

UNHCR may award Frame Agreement(s) with initial duration of 2 (two) years, potentially extendable for another year.

Suppliers interested in participating in the bid shall find herewith the necessary requirements for qualification information.

UNHCR invites all interested bidders to carefully follow the instructions described below.

For information on specification of office supplies please read the Annex D below.

2. BIDDING INFORMATION:

2.1. RFQ DOCUMENTS

The following annexes form integral part of this Invitation to Bid:

Annex A: Financial Offer
Annex B: Vendor Registration Form
Annex C: UNHCR General Conditions of Contracts for the Provision of Goods [and Services] of 2018
Annex D: Technical Specifications (ToR)
Annex D1: List of office items

2.2 QUESTIONS FROM BIDDERS

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to tsvetova@unhcr.org.

IMPORTANT:

UNHCR will compile the questions received. [UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders.

2.3 YOUR OFFER

Your offer shall be prepared in Russian or English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

¹ For further information on UNHCR, please see <http://www.unhcr.org>

Your offer shall comprise the following two sets of documents: Technical offer and Financial offer

If a bidder does not possess the entire range of goods/items categories specified, offers may be submitted by category of items (for items by category see financial offer Annex A). Given that the request for quotation encompasses various types of office supplies, UNHCR reserves the right to evaluate offers and proposals by category, emphasizing the search of the best value. Priority will be given to bidders that can offer the broadest variety of office supplies. Contracts may be awarded to multiple bidders who present the most favorable proposals within each specific category (for items by category see financial offer Annex A).

2.3.1 Content of the TECHNICAL OFFER

Descriptions of the products required by UNHCR can be found in Annex D.

The following details shall be provided in your offer:

1. The supplier must be registered in Russian Federation.
2. Possess reasonable experience in the field of the requested services.
3. Provides required information for the technical offer evaluation as per 2.4.2

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 B).

UNHCR General Conditions for Provision of Goods: Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods by signing (Annex C)

The bidder shall state the mobilization time and ex-stock quantity. The bidder shall also state the delivery time and the delivery cost to the UNHCR Moscow Office location or any other location within Moscow that will be requested by UNHCR. Please note that UNHCR may give preference to credible shorter delivery lead times.

2.3.2 Content of the FINANCIAL OFFER

Your Financial offer must contain prices in Rubles as per the table in Financial Offer form (Annex A).

The Financial offer is to be submitted as per the Financial Offer Form (Annex A) in Excel and PDF (signed doc) formats. Bids that have a different price structure will not be accepted.

The financial offer shall clearly indicate delivery transportation costs.

If you have an alternative products that fulfill the same functions or offer better performance in terms of quality, cost effectiveness, environmental impact, include them in your offer in the respective box against the similar item, and give details explicitly.

UNHCR is exempt from paying VAT in accordance with article 7 and para 12 of the article 165 of the Tax Code of the Russian Federation and para 2 of the Resolution of the Government of the Russian Federation no.455 dated 22 July 2006, on use of zero VAT and Resolution dated 24 March 2014, listing the international organizations exempt from paying VAT. In view of the above your organization is requested to submit your firm commercial offer without VAT. With this regard, price has to be given without VAT.

You are requested to hold your offer valid for 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.

You are requested to specify the duration for which you can commit to fixing prices from the contract signing date. If unable to fix prices for the entire three-year contract term (2 years contract plus one year of extension), you should clearly state the reasons and grounds for potential changes in prices over the contract period.

2.4 BID EVALUATION

2.4.1 Technical evaluation:

The qualified suppliers will be added to the Vendor Database based on the information submitted through the Vendor Registration Form as well as the required information requested under the technical offer. (Suppliers already registered with UNHCR are not required to complete the vendor registration form unless they wish to update their previously submitted profile).

Your bid will be evaluated on the basis of a Pass/Fail criteria and the contract will be awarded to the best technical offer meeting UNHCR's requirement at the most competitive prices

Company capacity and experience.

Technical Evaluation Criteria:

- Sample of each product needs to be provided
- Company registered in Russian Federation to do contracting works in the field of the requested good/services.
- The main specialization of the company is Supply of a wide range of office supply items.
- Has previous experience in similar Contracts.
- Company information, incl. performance with UNHCR and other clients and at least 3 references from clients: Company profile, list of references,
- Vendor Registration Documents provided and UNHCR General Conditions acknowledged. If the bidder has already been a supplier for UNHCR, previous performance evaluation will be taken into consideration.
- Ability to offer eco- friendly products

UNHCR reserves the right to check previous performances. Past performance records will be taken into account for contract award.

For more detailed information please see Annex D.

2.4.2. Financial Evaluation:

The Financial offer will use the following percentage distribution: 40% from the total score.

For evaluation purposes only, the offers submitted in currency other than RUB will be converted into USD using the United Nations rate of exchange in effect on the date the submissions are due.

You are requested to hold your offer valid for 90 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. Any activity undertaken or expenses incurred in preparation of a contract before an actual contract is signed shall be borne by the bidder. An advance notice or information of award is not to be considered as a contract.

2.5. SUBMISSION OF BID:

The offers must bear your official letter head, clearly identifying your company. Bids maybe submitted as per the following instructions:

By e-mail: Please submit offers to rusmoadmin@unhcr.org. As an addition to the signed financial offer (PDF format), please submit the financial offer in Excel.

Deadline: 23/05/2024 23:59 hrs. local time.
Please indicate in e-mail subject field: 24/RUS/010

Name of your firm with the title of the attachment Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

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.

2.6 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 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.

Elza Marzaganova



Admin-Finance Officer, UNHCR Russian Federation

Annex D- Specification of office supplies

The supplier should be able to provide the goods described in the Annex D1 (list of items).

The list is not exhaustive. Other items may be requested as well.

The supplier is kindly requested to send a full catalogue of the items or the link to its online shop.

The bidders shall present information about their products: a) product description detailing the specifications; b) pictures of each proposed item; c) any documentation proving the quality of the products; d) where applicable, the bidder shall clearly state the recommended shelf life of the product, as well as the usable lifespan i.e. recommender usage period; e) where applicable, the bidders shall include defects and liability period with terms of warranty; f) If available, the bidder shall submit a copy of nationally/internationally recognized quality certificate of the manufacturing company, products should meet RF Standards.

All packing units need to contain the same quantity of items.

Vendor should inform UNHCR at least two days before delivery and provide to UNHCR a packing list.

Inspection: Inspection of Goods will be applicable and will be advised at the time of purchase. Please note that inspections charges resulting from supplier's fault will be charged directly to the supplier.

Alternative/equivalent products: If you have an alternative product that fulfill the same functions or offer better performance in terms of quality, cost effectiveness, environmental impact, etc. we would like to ask you to include them in your offer in the respective box against the similar item, and indicate these instances explicitly.

1. Samples

All bidders should send a sample of the following 15 (fifteen) items at UNHCR's premises Leontievski lane 9, building 1) as stated in the tender document on or before the closing date

	Item# in Annex A (1)	Item Sub-Category	Item Description
1	17	Office items	Computer wired mouse
2	34	Office items	Notebook A5,60-100l.plastic
3	38	Office items	Diary, A5 180-300 pages cover faux leather
4	51	Office items	Staple remover for staples #24/6,26/6, with fixing
5	53	Office items	Hole puncher 10l., metal.
6	69	Office items	Stapler (N10) up to 12 sheets.
7	97	Office items	Non-automatic gel pen. ink color blue, cuff
8	102	Office items	Automatic ballpoint pen. transparent corp. 0.7mm blue
9	111	Office items	Gel pen 129mm blue 0.3mm
10	112	Office items	Badge vertical 58x104, transparent, softT-065V,10 pcs
11	187	Cleaning supplies	Mug 355ml
12	214	Cleaning supplies	Liquid soap 225 ml with dispenser
13	225	Cleaning supplies	Dishwashing detergent 500ml flip-top
14	251	Cleaning supplies	Paper towels for dispensers 200 l/pac 20pac/cor V-compound paper towels for holding
15	258	Cleaning supplies	Napkins 1-col.100 pcs /pack

Samples should be of the same quality as the final ordered products should the bidder receive an award.

The bidders, upon request, may collect the samples back.

3. Requirements for items delivery

- All items need to be of good quality to be used by UNHCR staff.
- Products of questionable quality should not be offered. The quality of the items should be stable in each order.
- All items should meet the RF standards.
- The supplier should be able to provide these items either in small or large amounts in a timely manner and without delays according to the agreed delivery time.
- The estimated delivery time is important, should not exceed 7 working days (maximum delivery time, door to door) and will be evaluated accordingly in the offer.
- The supplier should be able to deliver the goods in the location that will be indicated in each Purchase Order and taking into consideration that delivery on the second and third floor may be requested.

If during the contract period UNHCR Representation has a requirement not listed, the awarded supplier(s) will be asked to provide an offer to supply the items in question(s). The lowest compliant offer received will be selected for the purchase. In addition, the item will be automatically added to the list of products for future needs.

4. Invoicing and Payment Terms

At the end of the delivery of goods, the supplier shall invoice UNHCR in an amount not exceeding the Contract Price indicated in the respective Purchase Orders and send the electronic invoices via e-mail to mailboxes that will be provided by UNHCR. It should be noted that these requirements may change/be adjusted according to needs and shall be communicated/agreed between UNHCR and the suppliers.

UNHCR shall, on the fulfilment of the delivery terms and following receipt of satisfactory delivery of goods, and unless otherwise provided in the Contract or Purchase Order, make payment by bank transfer to the Contractor's bank account within 30 days of receipt of the Contractor's detailed invoice for the services, as well as copies of any other documentation specified in the Contract.

Please note the following conditions for release of payment:

- Submission of detailed invoice
- Satisfactory acceptance of delivery of goods

UNHCR is VAT exempted, all invoices should have zero VAT.

UNHCR is not liable/responsible for any commission charges, depending upon the agreement the Contractor has with its bank. This should be taken into consideration and be included in the financial quote of each bidder.

1. Other Terms

The Contractor must at all-times comply with the relevant provisions of Russian Federation legislation and has the relevant certifications, licenses, and permits. UNHCR maintains the right to request those documents (if not provided UNHCR may not proceed with a contract award or terminate a contract already awarded).

All communication between UNHCR and the Contractor shall be exclusively in English or Russian languages and in writing.

The Contractor's Manager response time is prompt; e-mails are acknowledged within 48 hours and Delivery of products should be without delays, not exceeding seven working days period, door to door and without mistakes or omissions.

2. Quality Control

- Designate a focal point for the management of UNHCR contract, accepting also complains or suggestions and addressing immediately remedial course of action
- Items should meet UNHCR standards and be of acceptable/good quality

3. Delivery Capacity: Timings, and cost

Should any of the info not be included in the proposal, or should the bidder fail to demonstrate that they can meet the above criteria, the proposal will receive fail and the bidder will be disqualified.

Kindly note that UNHCR reserves the right to the following:

- a) Inquiry and reference checking with other previous clients on the quality of performance on on-going or previous contracts completed;
- b) Testing and sampling of items, where available; and
- d) Other means that UNHCR may deem appropriate, at any stage within the selection process, prior to awarding the contract

4. Key performance indicators

UNHCR expects to monitor the performance of the selected supplier via Key Performance Indicators:

- ToRs are adhered to
- Accurate responsiveness to UNHCR items requirements per ToR
- Variety/range of products
- Delivery time
- Delivery without mistakes, errors, omissions
- Contractor's Manager response time is prompt (acknowledge e-mails within 48 hours)
- Problems are resolved promptly.
- Charges are in accordance with price list.
- Invoicing is on time and without errors.