



## INVITATION TO BID

FOR

### SUPPLY AND DELIVERY OF GENERATOR MONITORING DEVICES (DATA LOGGER AND GATEWAY) AND RELATED SERVICES (MONITORING PLATFORM AND REMOTE TECHNICAL SUPPORT) FOR UNHCR DIESEL GENERATORS

UNHCR ITB 633

#### 1. ITB DOCUMENTS:

- Annex A: Preliminary Compliance, General Specifications
- Annex B: Technical Specifications and Technical Offer Form
- Annex C: Financial Offer Form
- Annex D: Packing Instructions
- Annex E: UNHCR General Conditions of Contracts for the provision of Services - 2018
- Annex F: UN Supplier Code of Conduct

#### 2. ITB KEY DATES:

##### Proposed Timeline:

ITB Issue Date	As specified in the Cloud ERP
Deadline for submission of clarification questions	05 November 2024
Response to clarification questions	07 November 2024
ITB Submission Deadline	As specified in the Cloud ERP

#### 3. NOTE TO BIDDERS

If you are interested in submitting a bid in response to this ITB, please log in to the Supplier Portal, then search for the negotiation using the reference number UNHCR\_ITB\_633 (see [User Guide](#) slide 39) and prepare your bid in accordance with the requirements and procedures as set out in this ITB and submit it by the deadline for submission of proposals set out in this document and via the supplier portal.

To express your interest in participating to this tender, please create a draft response in CERP without submitting directly in the system. This will enable the system to send notification in case of amendments of the tender requirements. Should you require further clarifications, kindly communicate using the messaging functionality in the system. If you experience issues accessing the Cloud ERP, please contact: Andriana Kokkini at [kokkinia@unhcr.org](mailto:kokkinia@unhcr.org) and keep Flora Hajdini: [hajdinif@unhcr.org](mailto:hajdinif@unhcr.org) in copy.

Offers must be submitted through the ERP portal. In case you have never registered before, you can register a profile using this registration link [Supplier Registration \(oraclecloud.com\)](#) and follow the instruction in guides available in the UNHCR website: [How to become a supplier | UNHCR](#) . Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember your password or username from previous registration (see [User Guide](#) slide 36).