

**UNHCR**United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés**DATE: 27<sup>th</sup> AUGUST, 2024****INVITATION TO BID: ITB/SOM/MOG/2024/022****FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR SUPPLY AND DELIVERY  
OF CLEANING MATERIALS TO UNHCR REPRESENTATION OFFICE IN AAIA MOGADISHU,  
SOMALIA****CLOSING DATE AND TIME: 10<sup>th</sup> SEPTEMBER 2024 – 23:59 HRS EAT****INTRODUCTION TO UNHCR**

UNHCR, the UN Refugee Agency, is a global organization dedicated to saving lives, protecting rights and building a better future for people forced to flee their homes because of conflict and persecution.

We lead international action to protect refugees, forcibly displaced communities and stateless people.

UNHCR was established by the General Assembly of the United Nations in 1950 in the aftermath of the Second World War to help the millions of people who had lost their homes.

Today, UNHCR works in 136 countries. We provide life-saving assistance, including shelter, food, water and medical care for people forced to flee conflict and persecution, many of whom have nobody left to turn to. We defend their right to reach safety and help them find a place to call home so they can rebuild their lives. Long term, we work with countries to improve and monitor refugee and asylum laws and policies, ensuring human rights are upheld.

In everything we do UNHCR considers refugees and those forced to flee as partners, putting those most affected at the centre of planning and decision-making.

We provide life-saving support and safeguard the rights of asylum-seekers, refugees and people displaced within their own country due to conflict or persecution. We also work to protect, support and advocate for people denied a nationality and refugees who have chosen to return to their own country.

With 117.3 million people forcibly displaced from their homes globally, there are more people under our protection today than at any point since the Second World War. <http://www.unhcr.org>.

**1. REQUIREMENTS**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Operation in Somalia, invites qualified suppliers to make a firm offer **for the establishment of a Frame Agreement for Supply and Delivery of Cleaning Materials** to UNHCR Representation Office in Mogadishu, Somalia as specified in Annex (A).

**UNHCR may at its discretion to increase or decrease the proposed quantities when awarding the Frame agreement and would not expect a significant variation of the rate submitted. The frame agreement will be valid for 2 years with possibility of 12 months extension, subject for successful performance evaluation.**

**IMPORTANT:**

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

**IMPORTANT**

It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures laid out herein will result in disqualification from the evaluation process.

**IMPORTANT:** This document is not to be considered in any way as an offer to Frame agreement with your Firm.

Note: this document is not construed in any way as an offer to Frame agreement with your firm.

**2. BIDDING INFORMATION:****2.1. ITB DOCUMENTS**

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

Annex A:	List of Items & Financial Offer Form
Annex B:	Technical Evaluation Criteria
Annex C:	Submission checklist and acknowledgement.
Annex D:	UNHCR General Conditions of Frame agreements for the Provision of Goods and Services – 2018
Annex E:	UN Supplier Code of Conduct
Annex F:	Vendor Registration Form

**2.2 ACKNOWLEDGMENT**

We would appreciate your informing us of the receipt of this ITB by return e-mail to [SOMMOSUP@UNHCR.ORG](mailto:SOMMOSUP@UNHCR.ORG) as to:

- Your confirmation of receipt of this invitation to bid
- Whether or not you will be submitting a bid.

**IMPORTANT:**

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

**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 in respect of this ITB by e-mail to [SOMMOSUP@UNHCR.ORG](mailto:SOMMOSUP@UNHCR.ORG). UNHCR may at its discretion, copy any reply to a question to all other invited firms.

UNHCR will compile and answer the questions received as soon as possible by means of publication on its website or by email to all invited bidders. Bidders are requested to keep all questions concise.

The deadline for receipt of questions is on **05<sup>th</sup> September 2024** at **23:59 HRS EAT**.

All the emails sent requesting clarification **MUST** have the following subject otherwise UNHCR reserves the right **NOT TO REPLY**.

EMAIL SUBJECT: " **ITB/SOM/MOG/2024/022– QUERY**"

## 2.4 **YOUR OFFER**

Your offer shall be prepared in English. Please submit your offer using the submission template provided in annex A. It should conform to the requirements and contain all information required.  
The offers not conforming to the requested format will not be taken into consideration for evaluation.

### **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 enclosed in two separate submissions:

- Technical offer
- Financial offer

Your Technical and financial offers **MUST** be in two (2) separate e-mail submissions which should then be sent to the below email addresses provided. Offers not following this requirement may be disqualified.

### 2.4.1 **Content of the TECHNICAL OFFER**

### **IMPORTANT:**

No pricing information should be included in the **Technical offer**. Failure to comply will result in 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 fully conform to the given specifications. Clearly disclose any discrepancies.

The following details shall also be provided in the Technical Offer:

### **COMPANY QUALIFICATIONS:**

**The bidder shall provide:**

#### **1. Company profile:**

- Year founded your company.
- Headquarters location and other branch locations
- Description of core business.
- Contact details of at least 2 current or former clients for reference checks (excluding UNHCR);

#### **2. Valid registration Certifications:**

- Certificate of Registration/Licenses from relevant authorities, ministries in Somalia.
- Tax compliance certificate.

#### **3. Financial Soundness and stability:** Financial Statements from the past three (3) years.

- Must bear the company name and stamped by the BANK.

#### **4. Delivery Capacity and lead time:** The bidder **MUST** be able to mobilize resources and deliver in one week or less each request.

- The bidders must share their Delivery-plan/process:

a) **Incoterms:** The DAP International Chamber of Commerce Incoterms 2010 shall apply for this ITB and for any resulting purchase orders(s).

b) **Packing details:** The technical offer shall clearly indicate the packing options per kit: Goods must be adequately packed to meet the requirements of the transport mode stipulated and to withstand any rough handling during transit to final destination. The most common cleaning Materials packing to be as packages, standard packing is required. Each package to have the same quantity and clearly marked on it.

- c) **Mobilization Time:** The bidder shall state the needed mobilization time for each request, meaning the time needed until to the final destination (separated by Lot) are Ready for Dispatch at the local storage of the buyer (in Somalia).
  - d) **Inspection:** Inspection of goods will be applicable and will be advised at the time of purchase/receipt. 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.
  - e) **Accessibility to Aden Abdulle International Airport (AAIA):** Bidders should have their own access clearance for the swift delivery of the required items.
  - f) **DELIVERY LOCATION:** UNHCR Compound, Behind Airport Hotel in AAIA, Mogadishu Somalia.
5. **Proofing accessibility to Aden Abdulle International Airport (AAIA):** Bidders should provide their access clearance to AAIA for the swift delivery of the required items.
- A valid ATMIS access clearance required.
6. **Company Experience:** The bidder shall show proof of a minimum of two (2) years' experience in the supply of similar products to UNHCR/UN.
- Attach copy of contact/PO.
7. **UNHCR General Conditions of Frame agreement in (Annex D):** Your technical offer should contain your acknowledgement of the UNHCR General Conditions of contracts for provision of Goods / services by signing/stamping the last page annexed to the tender documents.
8. **UN Supplier Code of Conduct (Annex E):** Your technical submission must contain your acknowledgement of the UN Supplier Code of Conduct by signing/stamping the last page annexed to the tender documents.
9. **Vendor Registration Form (Annex F):** If your company is not already registered in UNHCR Database, you should complete, sign and submit a Vendor Registration Form along with your technical documents.
- *If your company registered with UNHCR already state clearly.*

#### 2.4.2 **Content of the FINANCIAL OFFER**

Your separate **Financial Offer** must contain an overall offer in a single currency, in (**USD**) and must be submitted according to the Financial Offer Form (Annex A). Bids with 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 on DAP to UNHCR Representation office in AAIA Mogadishu. Any quantity or other discounts (e.g. volume discounts) shall be clearly indicated.

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

The prices offered should remain valid for at least **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 supply and receipt of documents in order.

The cost of preparing a bid and of negotiating a Frame agreement, including any related travel and samples submitted, is not reimbursable, nor can it be included as a direct cost of the supply.

## **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,
- Frame agreement 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,
- Delivery capacity and Lead time.

### **2.5.2 Technical evaluation:**

The technical component of the submission will be evaluated using the criteria **PASS or FAIL** by using the criteria outlined in **Annex B**, and based on the requirements specified in **Annex A**.

#### **NOTE:**

Only offers receiving a pass in all 1-6 criteria will be considered for further evaluation:

### **2.5.3 Financial evaluation:**

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

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

**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 brings companies together with UN agencies, labor, and civil society to support ten principles in the areas of human rights, labor, the environment, and anti-corruption. We encourage our suppliers to sign the UN Global Compact Initiative.

## **2.6 SUBMISSION OF BID:**

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

Bids should be submitted by e-mail 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 must be clearly separated.

**All Technical Bids must be sent by e-mail ONLY to: [SOMMOTECOFFER@UNHCR.ORG](mailto:SOMMOTECOFFER@UNHCR.ORG)**

**All Financial Offers must be sent by e-mail ONLY to: [SOMMOFINOFFER@UNHCR.ORG](mailto:SOMMOFINOFFER@UNHCR.ORG)**

**IMPORTANT: BIDS MUST NOT BE SUBMITTED BY HAND DELIVERY.**

**IMPORTANT:**

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

**Deadline: 10<sup>th</sup> September 2024, 23:59 HRS EAT.**

**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.

It is your responsibility to verify that all e-mails/documents have been received properly before the deadline. Please be aware that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **[20] Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in e-mail subject field:

- Bid: **ITB/SOM/MOG/2024/022**
- Name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/3).

For example: **ITB/SOM/MOG/2024/022** - Company ABC (email 1 of 3)

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.

## **2.7 BID ACCEPTANCE:**

UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial awards.

UNHCR may at its discretion increase or decrease the proposed requirements when awarding the Frame agreement and would not expect a significant variation of the rate submitted. Any such increase or decrease in the Frame agreement 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 suppliers submitting bids and does not bind itself in any way to select the supplier offering the lowest price. Furthermore, the Frame agreement will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including 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 USD 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 delivery of the supplier and the delivery note signed by UNHCR.

UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

**2.9 UNHCR GENERAL CONDITIONS OF FRAME AGREEMENTS FOR THE PROVISION OF GOODS AND SERVICES**

Please note that the General Conditions of Frame agreements (**Annex D**) will be strictly adhered to for the purpose of any future Frame agreement. The Bidder must confirm the acceptance of these terms and conditions in writing.

Supply Management Unit  
UNHCR Representation Office  
in Mogadishu, Somalia

