

**DATE: 25 JULY 2022**

**INVITATION TO BID: No. ITB/AZE/005/2022**

**FOR THE ESTABLISHMENT**

**OF A FRAME AGREEMENT FOR PRODUCTION AND INSTALLATION OF**

**BILLBOARDS WITH WARNING MESSAGES ON THE DANGERS OF MINES AND  
EXPLOSIVE ORDNANCES IN THE CONFLICT-AFFECTED AREAS**

**CLOSING DATE AND TIME: 15 AUGUST 2022 – 23:59 hrs BAKU time**

**ONLY COMPANIES REGISTERED AS COMMERCIAL ENTITIES CAN PARTICIPATE IN  
THIS TENDER**

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## **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), Baku, Azerbaijan, invites qualified suppliers to make a firm offer for the establishment of Frame Agreement(s) for production and installation of billboards with warning messages in the conflict-affected areas.

### **IMPORTANT:**

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

UNHCR may award Frame Agreement(s) with initial duration of one (1) year, [potentially extendable for a further period of 1 year]. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

The estimated requirement of UNHCR is for 200 units (two hundred) of information billboards.

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 require the totality of 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 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.

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.

#### **QUALITY CONTROL THROUGHOUT THE FRAME AGREEMENT:**

UNHCR will carry random quality inspections, including specific selected criteria for laboratory test to products or items selected by UNHCR or by an independent surveyor appointed by UNHCR from samples selected during production, upon departure, loading, unloading, arrival to destination or from any storage location. The cost of the quality control inspections and laboratory tests will be covered by UNHCR.

In cases of supplier's quality default, in addition to the good's PO penalty clauses, the inspection and laboratory cost will be charged to the supplier.

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 (TOR)  |
| 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<br>– 2018 |
| Annex F: | UN Supplier Code of Conduct (December 2017)   |

### **2.2 ACKNOWLEDGMENT**

We would appreciate your informing us of the receipt of this ITB by return e-mail to [azebabid@unhcr.org](mailto:azebabid@unhcr.org) and [talibova@unhcr.org](mailto:talibova@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 Reyhan Talibova, Supply Associate both at [azebabid@unhcr.org](mailto:azebabid@unhcr.org) and [talibova@unhcr.org](mailto:talibova@unhcr.org). **The deadline for receipt of questions is 23:59 hrs BAKU time on 01 August 2022.**

**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.

For the purpose of closer familiarization with the requirement and the selection process, UNHCR would like to organize an information session related to addressing questions about Terms of Reference, tender submission and implementation modalities. Interested bidders/companies should register their interest by sending email to the mailbox ([azebabid@unhcr.org](mailto:azebabid@unhcr.org) and [talibova@unhcr.org](mailto:talibova@unhcr.org)) with a subject line: "ITB/AZE/005/2022 Info session" by 1<sup>st</sup> of August 2022. In the email please indicate the full name, position and email address of your representative that would like to participate in the information session.

Info session will take place online through MS TEAMS or Zoom platform. Exact date and time will be communicated to interested parties in advance.

In addition to the session described above, bidders are required to submit any request for clarification or any question in respect of this ITB by e-mail to [azebabid@unhcr.org](mailto:azebabid@unhcr.org) and [talibova@unhcr.org](mailto:talibova@unhcr.org).

Bidders are requested to keep all questions concise. UNHCR will share the answers to such questions with all interested and known bidders, especially those that will registered for the Question and Answer's session. Deadline for receipt of questions via email is COB 1<sup>st</sup> August 2022.

## **2.4 YOUR OFFER**

Your offer shall be prepared in English or Azerbaijani.

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 modality will result in disqualification of the offer. Please send your bid directly and only based on instructions 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 A**.

Please use **Annex B** to submit your technical offer.

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

#### **2.4.1.1 Qualification:**

1. UNHCR aims to enter into an Agreement with supplier(s) or manufacturer(s) that have:

- State registration certificate as commercial entity
- Entry permits to the areas with restricted access in Karabakh and Eastern Zangezur regions
- Awareness of the mine risk education activities in the conflict-affected areas
- Knowledge of the areas densely populated by IDPs in the regions and districts listed above
- Ability to complete the installation within a short time frame.

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 D**) and provide the required supporting documents:

- Copy of Company State Registration Certificate (as commercial entity)
- Copy of valid Tax ID
- Document of ownership of bank account declared
- Statement from the tax inspection certifying absence of debts to the state budget.
- List of main customers and business partners in Azerbaijan with short description of services provided
- Recommendation letters about similar experience in the past (if any).

**If your company is already registered with UNHCR, please submit an empty Vendor Registration Form clearly indicating your UNHCR Vendor ID.**

3. **UNHCR General Conditions for Provision of Goods and Services:** Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods and Services by signing **Annex E**.

**Please note that submitting an offer is deemed as acceptance of UNHCR's General Conditions for Provision of Goods and Services.**

4. **Ethical Purchasing:**

UNHCR in particular underlines full applicability of articles 26, 27, 28 and 29 of the General Terms and Conditions concerning working conditions. In addition, UNHCR requirement of compliance with UN Global Compact principles referred to in point 2.5.5 may verify the situation in the supplier's premises at any time. Inconsistency with these articles may lead to contractual remedies such as a warning linked to a period for improvement, suspension or termination of the Agreement, depending on the gravity of findings.

**2.4.1.2 Experience**

The bidder shall have at least 3 (three) years experience in supplying the same, as described in Annex A, or similar items, in particular with other UN agencies and humanitarian organizations.

In case the bidder uses a manufacturer, the bidder needs to provide information on the past 3 (three) years experience of the manufacturer in supplying the same or similar items.

Please use section 2.1 of **Annex B** (Technical Offer Form), to provide the following information:

- The Number of years of experience with those organizations (this experience should correspond to the place of manufacturing of the provided goods);
- List of Clients to whom you have supplied in the last year;
- List of Purchase Orders received (indicating the number, type of product and destination) in the last one year for similar items
- Previous work experience in the designated areas
- Previous experience in similar projects

#### **2.4.1.3** References

Please indicate in **Annex B** section 3 references for similar products offered in the last 3 years. For each reference please provide where applicable:

- Name and address of client and type of project
- Period of contractual activity
- Reference name, title and contact details (tel., e-mail ).

#### **2.4.1.4** Confirmation of Compliance with the Technical Specification

The technical specifications of the products and services requested by UNHCR are provided in **Annex A**. Your technical offer should clearly state whether or not the goods you are offering are in conformity to the product specifications in **Annex A**. Clearly state and disclose any discrepancies with the specifications given. Please use Annex B section 4 of the Technical Offer Form to provide this information.

#### **2.4.1.5** Other product and order related information

Photo: Please submit a photo of the products offered.

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

Deliveries will be made in accordance with instructions in UNHCR's Purchase Orders (as issued in accordance with the provisions of the FA). Awarded suppliers will indicate the realistic lead-time for delivery for each item offered (subject to quantities), whenever a PO issued. "Delivery lead-time" is the period from the date of receipt of a Purchase Order by the Supplier to the date of delivery of the goods in accordance with the applicable delivery term and instructions specified in the relevant Purchase Order (as issued in accordance with the provisions of the FA) and includes the period for manufacturing and packing the products, pre-delivery inspection (if applicable), obtaining any necessary regulatory authority approvals or licenses, shipping, and provision of all documentation required in connection with such delivery. The Delivery lead time is to be stated in calendar days.

**Minimum Order Quantity:** As a rule, UNHCR does not encourage Minimum order Quantity (MoQ). However, when necessary and imposed by their manufacturers, bidders must declare in their offers whether there will be any MoQ for any of the item(s) detailed in Annex A of this ITB Document. When providing a MoQ price for specific items, please also indicate, the non MoQ price. Any such minimum order quantities will be considered as part of the evaluation process and must be outlined under the financial offer sheets submitted.

**Packing, packaging and dangerous goods instructions:** The technical offer shall clearly indicate the packing and transport options that will be used to safely deliver and install the items to designated location.

The classification of goods (including packaging) as "dangerous goods" is a supplier responsibility and must be communicated to UNHCR when submitting the Proposal. For any goods (including packaging) classified as dangerous goods, Bidders must submit all relevant Material Safety Data Sheets indicating accurate classification for transport purposes, storage, labelling and shipping requirements when submitting the Proposal. The Supplier is also responsible to communicate any cargo specific requirement, i.e. if goods shall be delivered under temperature control.

Please note that to ship dangerous goods, consignors are required to prepare a form certifying that the cargo has been packed, labeled, and declared according to the IATA Dangerous Goods Regulations

(DGR). Before shipping dangerous goods by air, shipper needs to complete the required transport documents such as “Shipper’s Declaration for Dangerous Goods” in addition to AWB.

Pallets should be shrink-wrapped and strapped. Fumigated as per IPSM 15 standard. The palletized goods must not exceed the length and width of the pallet. If goods are sent on pallets from Europe, then pallet size should fit to truck size, from outside Europe via sea containers, then container size will limit pallet heights. As high as possible pallets to be loaded to trucks or containers instead of euro size ones.

In addition, to the above, bidder can also offer alternative green packaging options which could be accepted in case they do not jeopardize the cargo’s safety during transit.

**Delivery Capacity:** The bidder shall state the mobilization time and quantities available after two weeks of production lead time.

**Storage Capacity:** Successful bidders will be expected to maintain a dedicated emergency stock at their premises at no extra cost and without prior commitment from UNHCR, which can be used for rapid deployment to UNHCR. The bidders should indicate in their offer the quantity they can maintain accordingly.

**Shelf life and usable lifespan:** The bidder shall clearly state the recommended shelf life of the product, as well as the usable lifespan, i.e. the recommended usage period.

**Installation:** Successful bidder(s) will be responsible for robust installation of billboards within short period of time.

**Inspection:** Inspection and laboratory testing of goods will be applicable and will be advised at the time of purchase. 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.

**Place of Inspection:** The bidder shall state the place of inspection.

**Country of Origin of the Supplier and place of Manufacture:**

The technical offer shall state the country in which the supplier is registered as well as the country and place of manufacture of the products.

**Warranty:** The bid shall include defects and liability period with terms of warranty as well as the terms for renewal of failed parts.

**Quality 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.

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

Your separate **Financial offer** must contain an overall VAT free offer in Azerbaijani New Manats.

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 DDP naming the locations respectively. Your financial offer must also include installation costs (such as manual labor for installation, daily accommodation, food).

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 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.

## **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:

- Random / periodic testing of the supplier's products,
- Ability to respond quickly to Agency's needs,
- Timely delivery,
- Dependability of products and services.
- Lead time for delivery

### **2.5.2 Technical 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 based on the requirements from **Annex A**.

### **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:

- Unit cost
- Installation cost

**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:**

**Bids should be submitted by file upload to eTenderBox, the online bid registration tool of UNHCR.**

The eTenderBox can be accessed via the following URL: <https://etenderbox.unhcr.org>. In order to use the eTenderBox, registration on the website is required. The registration is exclusively for eTenderBox and does not replace any other registrations for UNHCR applications. One Supplier should have only one registered e-mail account in the system. Therefore, the Supplier must use only one eTenderBox account for managing its offers to UNHCR. In case the password is forgotten, that account cannot be used anymore and new registration is required. Registration Guide and User Manual of eTenderBox are available at the above URL.

**IMPORTANT:**

The Technical and Financial Offers shall be clearly separated by uploading them to the appropriate category in the system. Failure to do so may result in disqualification.

**Deadline: 15 August 2022, 23:59 hrs Baku time.**

Allowed extensions for files to upload are .doc, .docx, .xls, .xlsx, .rtf, .png, .jpg, .jpeg, .pdf, .txt, .zip, .ppt, .pptx, .bmp, .rar, .gif, .tif and .tiff. Executable files (.exe, .bat, .cmd... etc.) should not be uploaded. The maximum size limit per file is 10MB. Uploaded files can be amended by the Supplier while the tender is open. The selected files for upload are submitted when the 'Save & Submit' button is clicked on. Therefore, this button has to be clicked before the deadline expires. If done so, the selected files will be submitted and uploaded successfully even if the deadline expires during the file upload. It is the Supplier's responsibility to ensure that all files of the final offer are submitted by the expiration deadline.

Once the deadline for submission is expired, the bid will be automatically closed after which the uploaded files can be reviewed but options for additional upload and deletion of previously uploaded files are not available anymore.

In order to ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline.

**IMPORTANT:**

Any bid received after this date or sent to a UNHCR address may be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

**IMPORTANT:**

The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the technical evaluation and has been accepted by UNHCR as meeting the technical specifications.

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 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.



Reyhan Talibova, Supply Associate  
UNHCR  
Baku, Azerbaijan