

## INVITATION TO BID LETTER

PLEASE QUOTE BID # UN-ITB-GEO-2020-004  
IN ALL FUTURE CORRESPONDENCES ON THIS MATTER.

Date: 17 June, 2020

### Subject: Invitation to Bid No. UN-ITB-GEO-2020-004

Participating United Nations Agencies wish to enter into Long Term Arrangements for the period of July 2020–December 2020 for supply of PPE and Sanitizers.

Accordingly, we enclose our Invitation to Bid No. UN-ITB-GEO-2020-004 and you are requested to:

- (a) Submit your bid with unit price(s) in USD, as instructed, **on or before the closing time.**
- (b) Note that failure to bid in USD, or in accordance with the requested terms, will result in automatic invalidation of your bid.

In addition, please note that:

- (a) The quantities stated in the bid are **estimates only**; Any agreement that UN Agency subsequently enters into with a supplier, will not obligate UN Agency to purchase any minimum or maximum quantity/monetary value; and ceiling prices must remain fixed for a minimum period of six (6) months.
- (b) UN Agencies are tax exempt (VAT, customs, etc) - ensure that quoted prices exclude tax (VAT);
- (c) UN Agencies are authorized to procure goods only outside the bonded area. That means that the supplies should be imported on supplier's name and prices should include customs and duties that required for delivery to UNICEF office. CIP delivery terms is not acceptable.
- (d) This is a **sealed bid** and you must adhere to the Instruction to Bidders/Response Format. You must read all of the provisions of this ITB, to ensure that you understand the UN's requirements and can submit an offer in compliance with them. **NOTE THAT FAILURE TO PROVIDE REQUESTED DOCUMENTS OR COMPLETE THE ITEM TEXTS, MAY RESULT IN INVALIDATION OF YOUR BID;**
- (e) Evaluation criteria will be based on the reliability of the supplier, the best price, and delivery terms.

**Please note that your bid duly sealed must reach UN House by 15:00 hours of Thursday 2 July 2020 following the Instructions to Bidders on the next page.**

The UN ITB prepared/finalized by  
UNICEF Administrative & Supply Assistant

The UN ITB approved by  
UNICEF Operations Manager (on behalf of the UN Agencies in Georgia)

Please refer to our Bid ref no in all future correspondence on this ITB.

→ UN-ITB-GEO-2020-004

Date: 17.06.20207

## INSTRUCTIONS TO BIDDERS/RESPONSE FORMAT

**Questions from Bidders:** Bidders are required to submit any questions in respect of this ITB to Alexander Burjanadze, UNICEF Georgia Country Office, by EMAIL at [aburjanadze@unicef.org](mailto:aburjanadze@unicef.org) or by MOBILE at 599508891(contact hours: from 9 AM to 6 PM local time). The deadline for receipt of any questions is COB of Friday 26.06.20.

**IMPORTANT: BIDS ARE NOT TO BE SENT TO THE INDIVIDUAL STATED ABOVE – ANY BID SENT TO THE ABOVE-NAMED INDIVIDUAL WILL BE DISQUALIFIED.**

- **Completing the Bid FORM:**
  - (a) Page 3 of this document should be completed, signed and stamped by an authorized representative of the company;
  - (b) Validity of Offer (Page 3): The term of validity of the bid/offer must be correctly indicated. The Bid offering less than 6 months validity shall not be further considered.
  - (c) Pages 4-7 of this document – USD Prices and Deliveries should be indicated per commodity including all costs (packing, marking, loading, transportation and unloading) and possible discounts (per quantities range) within Tbilisi area. Bidders can bid/indicate for one commodity or all commodities.
- **Completing the BID:** The Bidder must submit the following:
  1. Completed, signed and stamped Bid Form (pages 3-7 of this document);
  2. For Protective clothing, Masks and Googles only:
    - a) Technical Offer Submission Form (Annex I);
    - b) Technical specifications and product data sheet with the product reference;
    - c) ISO certificate and or equivalent standard;
    - d) Individual box photos and Packaging details.
- **Securing the Bid:** The documentation listed above (1-2) must be securely closed in an envelope, clearly MARKED on the outside with the BID number: “UN-ITB-GEO-2020-004”.
- **Submitting the Bid:** The sealed envelope (clearly marked with number UN-ITB-GEO-2020004) shall be hand delivered to UN House, 9 Eristavi Street, Vake, Tbilisi 0179, Georgia and placed in the locked UNICEF Tender Box located at the Ground Floor by **15:00 of Thursday 2 July 2020.**
- **Opening of Bids:** Sealed envelopes will be publicly opened at **15:00 on Thursday 2 July 2020.** One representative from each bidding company may attend the bid opening.

**IMPORTANT:** Bids should be submitted in accordance with the above instructions and using this English document format as prescribed above. Bids received in any other manner (by e-mail, or fax, in an opened envelope), at a different address or in a different format, or without a completed, signed and stamped Bid Form or received after **15:00 of 2.07.20**, will be INVALIDATED. UNICEF will accept no responsibility for the premature opening of a bid which is in the not properly identified envelope.

## BID FORM

**BID FORM (pages 3-7)** must be completed, signed and returned to UNICEF Georgia Country Office. Bid must be made in accordance with the instructions contained in this INVITATION.

## TERMS AND CONDITIONS OF CONTRACT

Any UN LTA, Order and Contract resulting from this INVITATION shall contain UN General Terms and Conditions and any other Specific Terms and Conditions detailed in this INVITATION.

## INFORMATION

Any request for additional information regarding this INVITATION should be forwarded by email with reference to the INVITATION to responded in normal course of business. This email should be addressed only in this case for the attention of Mr. **Alexander Burjanadze, UNICEF Georgia Country Office** at [aburjanadze@unicef.org](mailto:aburjanadze@unicef.org). The Undersigned, have read the Terms and Conditions of INVITATION No. **UN-ITB-GEO-2020-004** set out in the attached document hereby offers to supply the services specified at the price or prices quoted, in accordance with any specifications stated and subject to the Terms and Conditions set out or specified in the document.

Company Name:	
Postal Address:	
Tel/Cell No.:	
Email Address:	
Validity of Offer: (requested is 6 months – indicate until what date your prices/terms are fixed):	
Name & Title:	

Date:

Signature/Stamp:

## COMMODITIES AND QUANTITY (refer to Annex II for Technical Specifications)

### I Gown, surgical, nonsterile, nonwoven, disposable

Item No	Quantity/Unit	Unit Price in USD	Item No	Quantity/Unit	Unit Price in USD
1	1-100 Units		3	Purchase for 1001-10,000 Units	
2	Purchase for 101-1000 Units		4	Purchase for above 10,001 Units	
UNICEF MIGHT PROCURE ONE OF THE ABOVE QUANTITIES - PLEASE POINT THE POSSIBLE VOLUME DISCOUNTS					

#### DELIVERY

Item No	How many calendar days required for delivery by items	Item No	How many days required for delivery by items
1		3	
2		4	

### II Coverall, protection, Category III, type 6b

Item No	Quantity/Unit	Unit Price in USD	Item No	Quantity/Unit	Unit Price in USD
1	1-100 Units		3	Purchase for 1001-10,000 Units	
2	Purchase for 101-1000 Units		4	Purchase for above 10,001 Units	
UNICEF MIGHT PROCURE ONE OF THE ABOVE QUANTITIES - PLEASE POINT THE POSSIBLE VOLUME DISCOUNTS					

#### DELIVERY

Item No	How many calendar days required for delivery by items	Item No	How many days required for delivery by items
1		3	
2		4	

### III - Mask, surgical, type IIR, tie strap, disposable

Item No	Quantity/Unit	Unit Price in USD	Item No	Quantity/Unit	Unit Price in USD
1	1-100 Units		3	Purchase for 1001-10,000 Units	
2	Purchase for 101-1000 Units		4	Purchase for above 10,001 Units	
UNICEF MIGHT PROCURE ONE OF THE ABOVE QUANTITIES - PLEASE POINT THE POSSIBLE VOLUME DISCOUNTS					

#### DELIVERY

Item No	How many calendar days required for delivery by items	Item No	How many days required for delivery by items
1		3	
2		4	

Date:

Signature/Stamp:

**IV Mask, high-filtration, FFP2/N95, nonsterile**

Item No	Quantity/Unit	Unit Price in USD	Item No	Quantity/Unit	Unit Price in USD
1	1-100 Units		3	Purchase for 1001-10,000 Units	
2	Purchase for 101-1000 Units		4	Purchase for above 10,001 Units	
UNICEF MIGHT PROCURE ONE OF THE ABOVE QUANTITIES - PLEASE POINT THE POSSIBLE VOLUME DISCOUNTS					

**DELIVERY**

Item No	How many calendar days required for delivery by items	Item No	How many days required for delivery by items
1		3	
2		4	

**V Goggles, protective, indirect-side-ventilation**

Item No	Quantity/Unit	Unit Price in USD	Item No	Quantity/Unit	Unit Price in USD
1	1-100 Units		3	Purchase for 1001-10,000 Units	
2	Purchase for 101-1000 Units		4	Purchase for above 10,001 Units	
UNICEF MIGHT PROCURE ONE OF THE ABOVE QUANTITIES - PLEASE POINT THE POSSIBLE VOLUME DISCOUNTS					

**DELIVERY**

Item No	How many calendar days required for delivery by items	Item No	How many days required for delivery by items
1		3	
2		4	

**VI Faceshield, fog-resistant, fullface, disp**

Item No	Quantity/Unit	Unit Price in USD	Item No	Quantity/Unit	Unit Price in USD
1	1-100 Units		3	Purchase for 1001-10,000 Units	
2	Purchase for 101-1000 Units		4	Purchase for above 10,001 Units	
UNICEF MIGHT PROCURE ONE OF THE ABOVE QUANTITIES - PLEASE POINT THE POSSIBLE VOLUME DISCOUNTS					

**DELIVERY**

Item No	How many calendar days required for delivery by items	Item No	How many days required for delivery by items
1		3	
2		4	

Date:

Signature/Stamp:

**VII Cap,surgical,bouffant,non-woven,box/100**

Item No	Quantity/Unit	Unit Price in USD	Item No	Quantity/Unit	Unit Price in USD
1	1-100 Units		3	Purchase for 1001-10,000 Units	
2	Purchase for 101-1000 Units		4	Purchase for above 10,001 Units	
UNICEF MIGHT PROCURE ONE OF THE ABOVE QUANTITIES - PLEASE POINT THE POSSIBLE VOLUME DISCOUNTS					

**DELIVERY**

Item No	How many calendar days required for delivery by items	Item No	How many days required for delivery by items
1		3	
2		4	

**VIII Medical gloves, nitrile, blue, Box/100**

Item No	Quantity/Unit	Unit Price in USD	Item No	Quantity/Unit	Unit Price in USD
1	1-100 Units		3	Purchase for 1001-10,000 Units	
2	Purchase for 101-1000 Units		4	Purchase for above 10,001 Units	
UNICEF MIGHT PROCURE ONE OF THE ABOVE QUANTITIES - PLEASE POINT THE POSSIBLE VOLUME DISCOUNTS					

**DELIVERY**

Item No	How many calendar days required for delivery by items	Item No	How many days required for delivery by items
1		3	
2		4	

**IX Hand Sanitizer. Package: 1 L, Content: 70% of ethyl alcohol (excipients: glycerin; propylene glycol, etc.).**

Item No	Quantity/Unit	Unit Price in USD	Item No	Quantity/Unit	Unit Price in USD
1	1-100 Units		3	Purchase for 1001-10,000 Units	
2	Purchase for 101-1000 Units		4	Purchase for above 10,001 Units	
UNICEF MIGHT PROCURE ONE OF THE ABOVE QUANTITIES - PLEASE POINT THE POSSIBLE VOLUME DISCOUNTS					

**DELIVERY**

Item No	How many calendar days required for delivery by items	Item No	How many days required for delivery by items
1		3	
2		4	

Date:

Signature/Stamp:

**X Surface Disinfections Liquid, Package: 1 L**

Item No	Quantity/Unit	Unit Price in USD	Item No	Quantity/Unit	Unit Price in USD
1	1-100 Units		3	Purchase for 1001-10,000 Units	
2	Purchase for 101-1000 Units		4	Purchase for above 10,001 Units	
UNICEF MIGHT PROCURE ONE OF THE ABOVE QUANTITIES - PLEASE POINT THE POSSIBLE VOLUME DISCOUNTS					

**DELIVERY**

Item No	How many calendar days required for delivery by items	Item No	How many days required for delivery by items
1		3	
2		4	

**XI Cotton Masks, minimum 4 layers**

Item No	Quantity/Unit	Unit Price in USD	Item No	Quantity/Unit	Unit Price in USD
1	1-100 Units		3	Purchase for 1001-10,000 Units	
2	Purchase for 101-1000 Units		4	Purchase for above 10,001 Units	
UNICEF MIGHT PROCURE ONE OF THE ABOVE QUANTITIES - PLEASE POINT THE POSSIBLE VOLUME DISCOUNTS					

**DELIVERY**

Item No	How many calendar days required for delivery by items	Item No	How many days required for delivery by items
1		3	
2		4	

**XII Dezo-barrier and Liquid** (please specify your offer below/include photo into your bid)

Item No	Quantity/Unit	Unit Price in USD	Item No	How many calendar days required for delivery by items
1	<b>Dezo-barrier</b> 1-100 Units		1	
2	<b>Dezo-barrier</b> Purchase for 101-1000 Units		2	
3	<b>Liquid</b> 1-100 LITTER(S)		3	
4	<b>Liquid</b> Purchase for 101-1000 LITERS		4	
UNICEF MIGHT PROCURE ONE OF THE ABOVE QUANTITIES - PLEASE POINT THE POSSIBLE VOLUME DISCOUNTS				

Date:

Signature/Stamp:

## **SPECIAL NOTES**

1. **PAYMENT TERMS.** Offers requesting prepayment or Letter of Credit will not be considered. UN will encourage bank transfer after receipt of order based on vendor invoice and service acceptance confirmation.
2. **PAYMENT CURRENCY.** Bidders must quote in US Dollars. The payment will be proceeding in GEL by UN Exchange Rate on a day of payment.
3. **VALIDITY OF OFFER.** The offer must be valid for minimum of 6 (six) months from the date of opening of Bids.

## **SPECIFIC TERMS AND CONDITIONS**

### **1. LONG TERM ARRANGEMENT**

**1.1** UN Agencies wish to enter into non-exclusive Long Term Arrangement(s) (“LTA”) for the procurement of the items listed above, as required from time to time during the term of the LTA. It will be a provision of such Arrangement(s), that UN will not be committed to purchase any minimum quantity of these items, and that purchases will be made only if and when there is an actual requirement. UN shall not be liable for any cost in the event that no purchases are made under any resulting LTA(s).

### **2. TERM**

**2.1** The proposed LTA shall be valid for an initial period of **six [6] months** (July-December 2020), with a right of renewal for an additional period of six (6) months (January-June 2021). Prices offered by bidders, shall constitute maximum ceiling prices and shall remain fixed for minimum six (6) months period from the date of Bid Opening, provided however that:

- a) The successful bidder shall have the right to review its prices after 6 months from the date of Bid Opening and shall notify UNICEF in writing 30 days prior to the 6 month expiry, of price maintenance or a proposed price decrease or increase. UNICEF shall be entitled to either accept the price decrease/increase or to cancel the LTA, and shall notify the bidder in writing of its decision;
- b) In the event that the successful bidder is able to offer UNICEF a discounted price on placement of bulk orders, the unit prices shall be reduced for specific Purchase Orders.

### **3. PRICES AND DISCOUNTS**

**3.1** Bidders are requested to:

- a) Provide unit prices in **USD**, that will remain firm, subject to the right to review as outlined in clause 2. Failure to quote in USD will invalidate the bid;
- b) Point discounts applicable for bulk orders/purchases.

**3.2** UN standard payment term is a bank transfer after receipt of **COMPLETE PAYMENT**

**DOCUMENTATION** – confirmed Invoice and Delivery Acceptance Certificate. Time will be computed from the date of receipt at UN office of complete payment documentation.

4. **SUPPLIER EVALUATION:** Unless the same information has been provided within the last 12 months, the successful bidder(s) will be requested to provide information described in the Supplier Profile Form. This information and supporting documents such as Annual Report, Audited Financial Statement, Registration Certificate, Quality System Certificate, etc, will be used by UN for evaluation and approval purposes before making an award. It is in the interest of the bidders to provide information as complete as possible, as awards will only be made to bidders who meet UN’s selection criteria.
5. **GENERAL TERMS AND CONDITIONS:** UN General Terms and Conditions shall apply to any resulting LTA and related Orders and Contracts. In the case of any inconsistencies, the following order of precedence shall prevail: (a) UN General Terms and Conditions; (b) LTA; (c) Order/Purchase Order.