



International Rescue Committee Ukraine

Request for Proposal (RFP)

IRC/RFP/UA/FF/2022/#8: Stationery and office equipment

Planned Timetable	
Issue Request for Proposal	29 th September 2022
Questions from Suppliers due date	7 th October 2022 - 17:00 UA time
Answers to Suppliers questions due date	11 th October 2022 - 17:00 UA time
Bid submission due date	14 th October 2022 - 17:00 UA Time
Bid Opening and Evaluation date	17 th October 2022
Award of Business	21 th October 2022
Contract start	24 th October 2022

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A. INTRODUCTION

1. *The International Rescue committee*

The International Rescue Committee, hereinafter referred to as “the IRC”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict.

2. *The Purpose of this Request for Proposal (RFP)*

It is the intent of this RFP to secure competitive proposals to select Supplier(s) for the International Rescue committee Ukraine country office to supply the Office stationery and equipment:

Lot 1: Office stationery
Lot 2: Office equipment

The market is divided into **2 Lots** as per above list

Bidders can apply for one or all Lots. The evaluation will be conducted separately for each Lot. All qualified and interested Suppliers are invited to submit their proposals for one or all Lots.

The winning Bidder(s) will enter into a fixed price Master Procurement Agreement (MPA) for 1 year with a price review done every six (6) months. Preference given to suppliers domiciled in Ukraine and shall comply with all Government Regulations to operate in Ukraine. Bidders shall be regular tax-payers and shall furnish a copy of their operating license/certificate of registration valid for the fiscal years 2019, 2020 and 2021 with a turnover of minimum 20,000 USD per year.

Only for 2021, non-audited statements can be accepted

Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

3. *Cost of Bidding*

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and IRC hereinafter referred to as “the Purchaser”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. THE BIDDING DOCUMENTS:

4. *The Bidding Documents*

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents prepared for the selection of qualified suppliers. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in bid rejection.

The Bidding documents shall include the following documents:

- Profile of the company (see article 7 for details).
- Financial offer sheet (Annex A)
- Technical offer sheet (Annex B)
- Valid Certificate of Business Registration or Trading License in country of registration
- Taxpayers documents for fiscal years 2019, 2020 and 2021 in (in country of registration) with a turnover of minimum 20,000 USD per year. Only for 2021, non-audited statements can be accepted
- Valid tax certification in country of registration
- Three (3) References from current or past clients (at least in the last one year)
- Conflict of interest and Vendor code of conducted duly signed (Annex C)
- Vendor Information form duly filled and signed (Annex D)
- Availability of policy on reducing environmental impact or Equivalent environmental certification (example: ISO 14001/ any policy proving using of recycle paper, etc).

5. Clarification of Bidding Documents

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at oleh.kalnyk@rescue.org and copy Alessio.zampetti@rescue.org. The request for clarification must reach the purchaser not later than 7th October 2022 - 17:00 UA time. The Purchaser shall respond by e-mail providing clarification on the bid documents no later than 11th October 2022 - 17:00 UA time. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) shall be communicated to all prospective Bidders which express an intention to submit bids.

C. PREPARATION OF BIDS:

6. Language of Bid

The Bid and all related correspondence and documents exchanged between the Bidders and the Purchaser shall be written in English. Any printed literature furnished by the Bidder and written in another language shall be accompanied by a English translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the English version shall prevail.

7. Documents Comprising the Bid

The submitted bid shall include the following information. Failure to provide all requested information or to comply with the specified formats may disqualify the Bidder from consideration.

For all Lots

- Profile of the company highlighting internal structure, customers, Warehouse Locations.
- Financial proposal (Annex A)
- Technical offer (Annex B)
 1. Delivery lead time
 2. Payment terms
- A Certificate of Business Registration or Trading License in (in country of registration)
- Taxpayers' documents for fiscal years 2019, 2020 and 2021 in (in country of registration)

with a turnover of minimum 20,000 USD per year. Only for 2021, non-audited statements can be accepted

- *Valid tax certification*
- *Three (3) References from current or past clients (at least in the last two years)*
- *Conflict of interest and Vendor code of conducted duly signed (Annex C)*
- *Vendor Information form duly filled and signed (Annex D)*
- *Availability of policy on reducing environmental impact or Equivalent environmental certification (example: ISO 14001/ any policy proving using of recycle paper, etc.).*
- *Other important documents which Bidder attaches to support its bid.*

8. Bid Prices.

The Bidder shall clearly indicate the unit price of the goods and kitting services it proposes to supply. All unit prices shall be clearly indicated in the space provided in the price schedule (Annex A), and all unit prices quoted in the RFP response shall be agreed to be in effect for a six (6) months beginning on the date when the contract is executed, with the exception of products or services which are subject to significant and unavoidable market forces which prevent this, in which case the Bidder shall describe and justify the driver(s) of potential price fluctuation during the three (3) months of the agreement. The Bidder shall sign the price schedule and shall stamp the price schedule with the Bidding Company's seal where feasible.

9. Bid Currencies

All financial rates and amounts entered in the Bid Form and Price Schedule and used in documents, correspondence, or operations pertaining to this tender shall be expressed in USD

10. Document Establishing Goods Eligibility and Conformity to Bidding Documents

Pursuant to Clause 8, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Bidding Documents of all goods and services, which the Bidder proposes to supply under the Contract.

The Documentary evidence of the goods and services' conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.), and shall furnish:

- A detailed description of the goods' essential technical and performance characteristics.
- A clause-by-clause commentary on the Purchaser's Technical Specifications demonstrating the goods and services' substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

The Bidder may propose alternate standards, brand-names and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions are substantially equivalent or superior to those designated in the Technical Specifications.

11. Bid Security

For the Purpose of this Tender Process, Bid Security or Bond is not applicable.

12. Period of Validity of Bids

Bids shall remain valid for 60 working days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

13. Format and Signing

The original bid shall be signed by the Bidder or by a person or persons authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped with the Bidder's company seal.

Interlineations, erasures, annotations, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

Please note: A single bidder may not bid on the same tender via more than one company under his or her ownership. In addition, bidders having close relationships with other bidders (members of the same family, subsidiary, or daughter companies, etc.) may not bid on the same tender. This type of action, or any other action judged by the Purchaser to constitute collusive behavior, will lead to the bidder(s) being automatically eliminated from this tender and disqualified from participating in future IRC tenders. On the other hand, one bidder may submit more than one offer in response to the same tender only if the offers demonstrate clear differences in specifications, quality, lead time, and other characteristic of the goods and services offered.

D. SUBMISSION OF BIDS

14. Submission and Marking of Bids:

All Bidders shall submit bids electronically to UA.IRC.tender@rescue.org

Bid Submission Closes on 14th OCTOBER no later than 5:00 pm UA TIME

Bids submitted after the deadline will not be accepted. The PURCHASER may, at its discretion, extend the deadline for the submission of bids, in which case all rights and obligations of the PURCHASER and Bidders, as documented in the RFP, will be applicable to the new deadline.

Bidders shall sign the bid register form at the reception of the IRC office indicating their company name, telephone number, and date of submission.

Format

The Bidder’s proposal shall include a financial proposal in package electronically.

15. Modification and Withdrawal of Bids

The Bidder may modify or withdraw its Bid after submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Purchaser prior to the deadline prescribed for submission of Bids.

The Bidder’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No Bid may be modified after the deadline for submission of bids.

E. BID OPENING AND EVALUATION

16. Preliminary Examination

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.

17. Evaluation and Comparison of Bids

Bids determined to be substantially responsive as per section 7 above will be considered evaluated by the IRC Procurement Committee for each Lot, with the below scoring criteria.

For all Lots

EVALUATION CRITERIA	Description	Weight (%)
Financial proposal (Price and payment-terms – Annex A)	Refers to the offer price, including taxes, duties, delivery charges	50%
Delivery terms	Refers to the delivery lead time of the order	30%
Payment terms	Refers to the Supplier’s capability to fulfill the IRC’s requirement	15%
Environmental Policy	Availability of policy on reducing environmental impact Or Equivalent environmental certification (example: ISO 14001 / any policy proving using of recycle paper, etc.).	5%
		100%

18. Contacting the Purchaser

Subject to Clause 5, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded, or the selected qualified supplier is announced.

19. Notification of Award

Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful bidder in writing or where necessary by telephone that his or her bid has been accepted and, selected for Master Purchase Agreement for the specific goods and/or services. At this stage IRC may also choose to negotiate with the selected bidder to finalize the offer.

F. CONTRACTING

20. Contract award and notification

The Purchaser shall award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined to be the best evaluated bid for each Lot, considering price and performance factors, provided further that the Bidder is determined to be qualified to enter into a Master Purchase Agreement and perform its obligations satisfactorily.

21. Warranty

The Supplier shall warrant that the goods to be supplied are new, unused, of the most recent or current models (products), and meet the Purchaser's specifications.

The warranty shall remain valid for a period of time as may be specified by the supplier in the Bid and this warranty period shall be considered as one of the bid advantages, and shall in no case be less than that which is provided for by Ukraine Law if any.

22. Inspection

The Purchaser shall have the right to inspect the goods to confirm their conformity to the specification. The inspection will be conducted by assigned staff of the Purchaser or a reputed relevant consultant selected by the Purchaser.

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them and the Bidder shall replace the rejected goods without extension of time except at the Purchaser's sole discretion.

23. Price Schedules and Location

Vendors interested in the provision of Service to IRC Country offices should NOTE that all categories apply to all IRC Offices.

24. Service or consultant agreements

For service or consultant agreements time and material awards are not authorized unless it is the only suitable award and a ceiling is established.

25. Disclaimer

The Purchaser reserves the right to alter the dates of the timetable.

The Purchaser does not bind itself to accept the lowest or any proposal.

G. ETHICAL OPERATING STANDARDS

1. Compliance to the IRC Way

The IRC Way: Standards for Professional Conduct (“The IRC Way”), the IRC’s code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC’s combating Trafficking in Persons Policy, which can be found at: <https://rescue.app.box.com/s/h6dv915b72o1mapxg3vczbqxjtboyl>. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

The IRC Way provides, inter alia, that IRC does “not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.” IRC’s procurement systems and policies are designed to maximize transparency and minimize the risk of corruption in IRC’s operations.

IRC requests that a supplier

- (i) informs IRC upon becoming aware that the integrity of IRC’s business has been compromised during the RFP process, and
- (ii) Reports such events through IRC’s confidential hotline, Ethics point, which can be accessed at www.ethicspoint.com or via toll-free (866) 654-6461 in the U.S., or collect (503) 352-8177 outside the U.S.

2. Bidder Non Collusion Statement

IRC prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

- a) Members of the same family submit separate bids for the same tender
- b) Separate companies owned by the same person submit separate bids for the same tender
- c) Employees of a bidding company submitting separate bids through companies they own for the same tender
- d) Partners in a bidder submitting separate bids under their own names/ companies they own for the same tender

It is collusion for a person to be involved in more than companies/ businesses submitting a bid to the same tender. Collusion will lead to IRC disqualifying the involved Individuals or companies from that tender as well as disqualify them from submitting bids for future tenders. In addition, IRC may share information relating to this collusion with other international aid organizations operating in the region leading to loss of business opportunities for the colluders.