To : All Bidders

From : Chief, Central Support Services Division, UNRWA HQ (A)

Subject: Invitation to Bid # ITB # PS/MK/35/20 – For Local vendors in Jordan

Supply of Hand Sanitizers & Wall Holders for Jordan Field Operations

1. Interested vendors located in Jordan are invited to submit a bid for the supply of Hand Sanitizers and Wall Holders. The invitation includes the following documents:
   - This covering letter
   - Annex A: Bid Form
   - Annex B: ITB Instructions (including Annex B-1)
   - Annex C: Acknowledgment
   - Annex D: General Conditions
   - Annex E: Vendor Profile
   - Annex F: Instructions on UNGM Registration

2. The Bid Form (Annex A) is to be used by bidders and submitted to UNRWA in accordance with Section 1 of the ITB Instructions (Annex B) together with technical specifications for each proposed item/catalogue as well as contract award acknowledgement certificate (Annex B-1) duly signed and stamped.

Closing Date:

!! Bids are to be submitted before Thursday 25th June 2020 at 1:00 PM (Amman Time)!!

3. Bids shall be submitted to the following e-mail address: TOC@UNRWA.ORG.

4. Bids received after the Closing Date or to an incorrect email address may be rejected.

5. Required minimum validity of offer: 30 days

6. The Acknowledgment Letter (Annex C) shall be sent back to UNRWA immediately upon receipt to M.ABUKHADRA2@UNRWA.ORG AND CSSD@UNRWA.ORG. The letter should stipulate whether your company intends to submit a Bid, if not, the reason(s) for not submitting a bid shall be stated.

7. Attached UNRWA General Conditions of Contract must be initialed and stamped by your esteemed company (Annex D).

8. If you are not registered on UNGM yet, you are kindly requested to register your company name in the UNGM at Level 1 prior to award as a minimum requirement for this ITB via the following Link: www.ungm.org/Vendor/Registration (Please see Annex F)

9. Eligibility Criteria: Vendors who have not been awarded during the last 3 years must enclose the following mandatory documents in their bids:
   - Confirmation that vendor is not on any UN Sanction List;
   - A valid trade license from country of business registration;
   - Valid correlating bank account as per business registration details;
   - A vendor profile form duly filled (Annex E).
10. **Evaluation Criteria:** contract(s) will be awarded on the basis of lowest priced, substantially technically accepted offer taking into consideration the proposed delivery lead-time. Noting the urgency of the requirement. Bidders shall clearly stipulate under Column F the proposed delivery lead-time.

11. UNRWA evaluates suppliers’ performance based on **Delivery In Full, On Time and Within Specifications.** Failure to meet such criteria may lead to suppliers’ suspension.

12. **QUERIES ABOUT THIS ITB:** ALL queries for the subject ITB shall be sent to: M.ABUKHADRA2@UNRWA.ORG and CSSD@UNRWA.ORG; Please indicate the ITB reference number in the subject line.

Deadline of vendor’s queries is on 21 June 2020 at 3:00 PM (Amman time)

Deadline of response to vendor’s queries is on 23 June 2020 at 3:00 PM (Amman time)

13. **Submission of samples:** You are kindly requested to send non-returnable samples for each requested item, as stated in the attached Annex A, before the ITB Closing Date to the following address:

**UNRWA Headquarters (Amman)**
Central Support Services Division
Building No.136, Al-Sina’a Street
Bayader Wadi Al Seer
Amman 11814, Jordan.
Tel: 0791300941 – 0791300889

Sample packaging must be clearly marked as follows:

CONFIDENTIAL
ITB # PS/MK/35/20 – Hand Sanitizers and Wall Holders
Bidders name and details
“NOT TO BE OPENED BY REGISTRY”

14. Bidders are requested to visit the below mentioned links on UNRWA’s website:

UNRWA Procurement Policy:
https://www.unrwa.org/procurement/policy

UN Supplier Code of Conduct:
https://www.unrwa.org/procurement/suppliers

Message on UNRWA’s right to publish awarded contract details online:
https://www.unrwa.org/procurement/tenders

Yann Kervinio
Chief, Central Support Services Division