Date : 22/3/2020
To : All Bidders
From : Chief, Central Support Services Division HQ (A)
Subject: Invitation to Bid # COVID-19-PPE & Hygiene Products

1. You are invited to submit an offer for the urgent supply of **Personal Protective Equipment (PPE) & Hygiene Products** in support of UNRWA’s operations in Jordan, Gaza, West Bank, Lebanon and Syria.

The subject Invitation to Bid includes the following documents:

- This Cover Letter
- Annex A: Bid Form
- Annex B: ITB Instructions (including Annexes B and B-1)
- Annex C: Acknowledgment
- Annex D: General Conditions
- Annex E: Vendor Profile
- Annex F: Instructions on UNGM Registration
- Annex G: Shipping Instructions

2. The Bid Form (Annex A) is to be used for your bid, and shall be submitted to COVID19-ITB@unrwa.org both in excel and pdf format in accordance with Section 1 of the ITB Instructions (Annex B) together with technical specifications of each proposed item / catalogue as well as contract award acknowledgement certificate (Annex B-1) duly signed and stamped by your company.

3. **Bids shall be submitted prior to the closure time and date at 1:00 pm Amman local time, Wednesday 25/03/2020.**

4. The Acknowledgment (Annex C) is to be filled in and sent back to UNRWA immediately upon receipt through email COVID19-procurementqueries@unrwa.org ; The letter should advise whether your company intends to submit a Bid if not, indicate the reason

5. 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](http://www.ungm.org/Vendor/Registration) (Please see Annex F)

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

7. **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).

8. **Evaluation Criteria:** contract(s) will be awarded on the basis of the lowest priced, most technically acceptable offer, taking into consideration the proposed delivery lead-time noting the urgency of the requirement due to COVID-19.
Under the Bid Form (Annex A), Bidders are strongly encouraged to submit their bids for air shipment and may also submit an offer for sea shipment. Preference will be given to air shipment.

Noting the urgency of the requirement, Bidders shall clearly stipulate under Column N the proposed delivery lead-time.

Bidders are strongly encouraged to submit a bid for as many products listed in this ITB as possible.

9. Required minimum validity of offer: 30 days

10. UNRWA measures supplier performance based on meeting Delivery In Full, On Time and Within Specifications. Failure to meet these supplier performance measures may result in the supplier being disapproved.

11. QUERIES ABOUT THIS ITB

For All Queries on this ITB, please contact Procurement Section of the Central Support Services Division, UNRWA Headquarters Amman in writing through email: COVID19-procurementqueries@unrwa.org. Please indicate the ITB reference number in the subject line.

Bids received after the Deadline or sent to other e-mail addresses may not be considered for evaluation.

12. Bidders must visit the links below in UNRWA’s website in relation to the below issues for compliance:

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

We look forward to receiving your bid.

Yann Kervinio

Chief, Central Support Services Division