



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

**DATE: 28/01/2026**

**INVITATION TO BID: No. BGD/UNHCR/ITB/2026/2395**

**FOR THE ESTABLISHMENT OF GOODS AND SERVICE CONTRACT TO  
ELECTRICAL ITEM DELIVERY AND INSTALLATION FOR FOUR SITES**

**CLOSING DATE AND TIME: 15/02/2026 – 11:59 PM**

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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), in Cox's Bazar, invites qualified suppliers to make a firm offer for the supply of electrical item delivery and installation for four sites. UNHCR may award more than one lot per bidder, however, individual supplier will only be awarded a maximum of two lots from the below:

1. Lot 1 Camp 1E LPG/ NFI Depot
2. Lot 2 Camp 4 training Facility
3. Lot 3 Extension Health Facility
4. Lot 4 LPG/ NFI Depot

<p><b>IMPORTANT:</b></p>
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<p>Exact technical specifications of the items are detailed in Annex A of this document.</p>
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The estimated requirement of UNHCR is specified on Annex C.

UNHCR may award Goods and Service Contract to the successful bidders.

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.

Other United Nations Agencies, Funds and Programmes shall be entitled to the same prices and terms as those contained in the offers of the successful bidders.

**IMPORTANT:**

The initiation of conciliation or arbitral proceedings in accordance with **article 19** “settlement of disputes” of the UNHCR General Conditions of Contracts for provision of Goods and Services shall not be deemed to be a “cause” for or otherwise to be in itself a termination clause.

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.

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:	Drawings of four sites (D1,D2,D3,D4)
Annex E:	Lists of goods to be transported from warehouse to sites.
Annex F:	UNHCR General Conditions of Contracts for the Provision of Goods and Services – 2018
Annex G:	UN Supplier Code of Conduct
Annex H:	Cloud ERP supplier portal
Annex I:	Mushak Challan Sample and Guidance
Annex J:	Technical Evaluation Matrix

**2.2 ACKNOWLEDGMENT**

Please confirm your participation in the selected negotiation process for **BGD/UNHCR/ITB/2026/2395**. We would appreciate you to Accept the Terms and Acknowledge Participation by using the "Acknowledge Participation" functionality available in the Cloud ERP Supplier Portal. For detailed guidance, kindly refer to pages 41 to 47 of Annex – H.

It's very important to subscribe to an ongoing negotiation that you wish to participate in as this is the only way to receive automatic email notifications with information on any changes related to this negotiation.

**IMPORTANT:**

Failure to confirm the above Acknowledge Participation may result in disqualification of your offer from further evaluation.

**2.3 REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification or any question in respect of this ITB by “message” option through the negotiation in the Cloud ERP system – Supplier Portal (Please refer to instructions attached as Annex-H page 49-51. The deadline for receipt of question is 17:00 hrs BST on 07/02/2026. Bidders are requested to keep all questions concise.

UNHCR will respond to all questions received as soon as possible, and replies will be shared with all invited bidders via the Cloud ERP system. Furthermore, all announcements related to

this ITB will also be communicated through the Cloud ERP system. To check responses or announcements from UNHCR, please refer to the instructions provided in Annex-H.

UNHCR will hold an online supplier pre-bid conference on 03 February 2026 at 10:00 hrs BST through Microsoft Teams to provide guidance on the use of the Cloud-ERP system and to explain the tender requirements and expectations. To participate, interested bidders must express their interest using the messaging function in the C-ERP system no later than one working day before the meeting. Please include the names and email addresses of your company representatives in the message. Bidders may also join the meeting through the following link:

[Join Pre Bid Meeting here BGD/UNHCR/ITB/2026/2395](#)<Click here to join

Participation in the pre-bid conference is strongly recommended given the complexity of the requirements. However, after the pre-bid conference, a Questions & Answers document will be prepared and distributed by email and Cloud-ERP system to all invited bidders.

## 2.4 **YOUR OFFER**

Your offer shall be prepared in English.

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 e-mail address will result in disqualification of the offer. Please send your bid directly and only to the address provided in the "Submission of Bid" section 2.6) of this ITB.

Your offer shall comprise the following two sets of documents:

- Technical offer Annex B
- Financial offer Annex C

### 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 B**. Your technical offer should clearly state whether or not the goods you are offering are fully conforming to the product specifications given. Clearly state and disclose any discrepancies with the specifications given.

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

**Warranty:** The bid shall include defects and liability period with terms of warranty.

**Brand name:** Supplier should provide brand names of the quoted item.

**Specification Sheet/Brochure/Catalogue/Data sheet /Test certificate is submitted?:** Supplier will either provide specification sheet or Brochure or Catalogue or Data sheet or Test certificate during offer submission.

**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 F**.

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

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

Your separate **Financial offer** must contain an overall offer in Bangladesh currency Taka (BDT) only.

### **IMPORTANT:**

Please carefully consider the pricing model applicable to this invitation tender.

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 financial offer must cover all the goods and services to be provided (price "all inclusive").

The following details shall be provided for each item:

**Unit costs:** The bidder shall quote the unit price in both column "E" unit cost of item and "F" unit cost of item installation.

**Section 9.6 and 9.7** in the Annex C financial offer form Unit cost of each earth pit construction

UNHCR is exempted from Value Added Tax (VAT) and quoted prices shall be provided without VAT, but the VAT amount shall be separately indicated. Suppliers mentioning VAT in their offer shall submit VAT registration documents, otherwise VAT component may not be accepted.

Note: If the awarded suppliers intend to claim VAT in their invoices, they must submit the following documents along with each invoice: the invoice itself, the waybill or delivery challan, a duly filled Mushok 6.3 Challan, an Automated (A) Challan or a VAT Circle-certified Treasury Challan, and the online verification document that clearly indicates UNHCR as the beneficiary of the VAT payment, duly signed by the bank authority (if applicable).

**For guidance on completing the VAT documentation, please refer to the sample VAT documents in Annex I.**

You are requested to hold your offer valid for **60** 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 J, and based on the requirements from Annex B.**

Pre-Qualification Criteria		Merit (Pass / Fail)
1	Availability of valid commercial trade licenses from July 2022 until June 2025 as per below: July 2022 - June 2023, July 2023 - June 2024 and July 2024 - June 2025.	PASS/FAIL
2	Certificate of Tax Identification Number (TIN)	PASS/FAIL
3	Certificate of Business Identification Number (BIN)	PASS/FAIL
4	<p>Bidders must have a minimum of three (3) years of experience in the electrical item supply and installation business. To demonstrate this experience, bidders are required to submit at least three (3) Purchase Orders (POs) issued between 2022 and 2025 by private sector entities, government agencies, UN agencies, NGOs, or INGOs. Each submitted PO must have an average minimum value of BDT 600,000 for electrical supply and installation services.</p> <p>(Type of PO that will be accepted:            1. PO's with construction works which includes Electrical supply and installation should be submitted with BOQ or project description.            2. Both Electrical supply and installation work related PO).</p>	PASS/FAIL
5	<p>General Conditions of Contracts Annex F Please note that the General Conditions of Contracts will be strictly adhered for the purpose of any future contract.</p> <p>Do you accept the UNHCR General Conditions of Contracts for the provision of Goods / Goods and Services</p>	Pass if "Accept"/ Fail if not Accepted
6	<p>Acknowledgment of UN Supplier Code of Conduct Annex G: Do you Accept All terms of UN Supplier Code</p>	Pass if "Accept"/ Fail if not Accepted

of Conduct attached under this requirement?		
Technical Evaluation Criteria		Merit (Pass / Fail)
5	Technical Offer Form: Please fill in the attached Annex B- Technical offer form and attach a copy in PDF under this requirement	PASS/FAIL
6	Minimum 12 months of warranty offered for the offered item?	PASS/FAIL
7	Is Specification sheet/Brochure/Catalogue/Data sheet /Test certificate Availability Confirmed?	PASS/FAIL
8	Brand Named Offered for items? (Yes/ No)	PASS/FAIL
9	Adequate licensing - The bidder must be holding the valid ABC license (the contractor license) issued by the Office of the Chief Electrical Inspector (OCEI) to meet the minimum electrical safety requirements in Bangladesh.	PASS/FAIL
10	Supervisor/Engineer - At least 1 person holding BC license issued by the Office of the Chief Electrical Inspector (OCEI). (Valid license copy must be submitted)	PASS/FAIL
11	Technician/ Skilled technician (B/ C-License holder from BEREC) – must be having minimum 1 person in the team. (Valid license copy must be submitted)	PASS/FAIL
12	Semi-Skilled Electricians (minimum 1 person of having Vocational training certificate holder) (Certificate copy must be submitted)	PASS/FAIL
13	Gantt Chart submitted, outlining the complete installation schedule for each of the four sites. This schedule is demonstrating the ability to complete all installation tasks in not more than 25 calendar days (Yes/ No)	PASS/FAIL

Only for the above information/documents in Prequalification Criteria, in case any of them is missing, UNHCR will reach out to the concerned bidder(s) following the tender closing date at the technical evaluation phase to submit such missing documents within a specific deadline. Bidders that still do not submit the requested information/document following such resubmission exercise, will be technically disqualified

### 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:

- Lowest price among technically compliant bids per lot, subject to the maximum two-lot rule.

For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

**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:**

Please carefully read the step-by-step procedures for submission of your offer from **Annex H**, page 41 – 62.

Bids should be submitted directly in the portal and all attachments should be uploaded in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.). The Technical and Financial offers shall be submitted in the specified sections. Failure to do so will result in disqualification.

The bids submission deadline is specified in the Overview section. **Any bid received after this deadline or outside of the online portal will be rejected.** UNHCR may at its discretion, extend the bid submission deadline and the notifications will be sent to all prospective bidders directly in the online portal. The extension of the deadline may accompany a modification of the requirements prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

It is the supplier's responsibility to verify that documents and correspondence have been submitted properly before the deadline. Please be aware that the system requirements employed by UNHCR limit the size of attachments to a **maximum of 20 Mb** in each required field, as specified in the Requirements Section.

UNHCR will not be responsible for locating or securing any information that is not identified in the proposal. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the proposal, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

**IMPORTANT:** Please **DO NOT** submit technical and financial offers in the same section. Failure to comply will result in disqualification.

All Technical and Financial documents must be submitted separately in their respective, clearly designated sections in C-ERP system.

**IMPORTANT:**

The technical offer and financial offer are to be uploaded in separate designated fields at Cloud ERP. Failure to do so may result in disqualification.

**Deadline: 15/02/2026, 11:59 pm.**

**IMPORTANT:**

The ERP Portal will deny access to suppliers who attempt to submit their bids after the stated bid submission deadline.

Bidders having any challenges in login or submitting their proposals should request assistance by sending an email to [bgdcosup@unhcr.org](mailto:bgdcosup@unhcr.org) , at least 4 working days before the tender closing date. Bidders are encouraged to submit their proposals in good time to allow for any technical issues to be resolved.

**Important Dates to Note for Bid Submission:**

<b>Tender available to vendors</b>	<b>28/01/2026</b>
<b>Last day for Queries</b>	<b>07/02/2026, 05:00 PM</b>
<b>Closing date for submission of bids</b>	<b>15/02/2026, 11:59 PM</b>

**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 F**) 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.

Signature  
Name: Robina Kolok, Title: Senior Supply Officer  
Supply Unit  
UNHCR OfficeCox's bazar