INVITATION TO BID (ITB)

ITB Reference No.: UNHCR ITB 3441

Supply and Delivery of Essential Medicines and Medical Equipment for UNHCR Ethiopia - Melkadida Operation

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Introduction to UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on 14 December 1950 by the United Nations General Assembly. UNHCR is mandated to lead and coordinate international action to protect refugees and resolve refugee situations worldwide.

UNHCR hereby invites qualified and eligible suppliers and manufacturers to submit firm bids for the **supply and delivery of essential medicines, medical supplies, medical equipment, and related medical items for the UNHCR Ethiopia Melkadida Operation**, in accordance with the requirements and specifications set out in this Invitation to Bid (ITB) and its annexes.

Section 1: Letter of Invitation

The Office of the United Nations High Commissioner for Refugees, hereinafter referred to as **"UNHCR,"** hereby invites prospective bidders to submit bids in accordance with the requirements of this **Invitation to Bid (ITB)**, the applicable **General Conditions of Contract**, the **Technical Specifications (Annex A)**, the **Technical Evaluation Methodology (Annex B)**, the **Financial Offer Form (Annex C)**, and the other annexes forming part of this solicitation.

Bidders are requested to carefully review the ITB and all accompanying annexes and submit a complete offer through the **UNHCR ERP Supplier Portal** within the specified submission deadline.

ITB DOCUMENTS

- Annex A: Technical Specifications

- Annex B: Technical Evaluation Methodology
- Annex C: Financial Offer Form (Excel Format)
- Annex D: General Conditions of Contract for the Provision of Goods and Services
- Annex E: UN Supplier Code of Conduct
- Annex F: Vendor Sanctions Screening Declaration

ITB KEY DATES:

ITB Issue Date	17 August 2026
Deadline for Submission of Questions	27 August 2026
ITB-Submission deadline	1 September 2026 at 12: 59 AM

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UNHCR REPRESENTATION OFFICE IN ETHIOPIA, ADDIS ABABA SUPPLY UNIT

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1 Overview

1.1 General Information

Title **Supply and Delivery of Essential Medicines and Medical Equipment**

Synopsis **UNHCR Ethiopia invites qualified and eligible suppliers and manufacturers to submit bids for the supply and delivery of essential medicines, medical supplies, medical equipment, and related medical items for the Melkadida Operation, in accordance with the requirements and specifications set out in this ITB and its annexes.**

Delivery shall be made to the UNHCR Central Warehouse, Kality, Addis Ababa, Ethiopia, as specified in the applicable Purchase Order.

Bids must be submitted electronically through the UNHCR ERP Supplier Portal in accordance with the requirements of this ITB.

Submission Deadline: 1 September 2026 at 12:59 AM, Addis Ababa time.

Introduction

GENERAL EVALUATION OF OFFERS

The evaluation will be conducted in the following stages:

Stage 1 – Mandatory Requirements (Pass/Fail)
All bids will first be evaluated against the mandatory requirements. Bidders that fail to meet any mandatory requirement will be disqualified and will not proceed to further evaluation.

Stage 2 – Technical Evaluation (Pass/Fail)
Only bidders that meet all mandatory requirements will proceed to the Technical Evaluation stage. The evaluation will assess compliance with Annex A – Technical Specifications and the technical information and supporting documentation submitted with the bid.

Stage 3 – Financial Evaluation
Only bids determined to be technically compliant will proceed to the Financial Evaluation stage.

For each item, category, or requirement, as applicable, UNHCR will identify the lowest-priced technically compliant offer(s) in accordance with the evaluation methodology specified in the ITB.

UNHCR reserves the right to award the requirement to one or more technically compliant bidders, depending on the evaluation results, operational requirements, availability of goods, delivery capacity, and other relevant considerations specified in the solicitation.

The Financial Offer will therefore only be opened and evaluated for bidders whose offers have successfully passed the mandatory and technical evaluation stages.

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CURRENCY, DELIVERY TERMS AND PAYMENT

The currency of the offer and any resulting Purchase Order (PO) or call-off order shall be United States Dollars (USD).

All prices must be quoted in USD on a DDP basis to the UNHCR Central Warehouse, Kality, Addis Ababa, Ethiopia, Incoterms® 2020. The supplier shall be responsible for transportation, import customs clearance, and applicable import formalities up to the designated delivery point, taking into account UNHCR's applicable tax and customs exemptions.

Payment shall be made in Ethiopian Birr (ETB) using the applicable United Nations Operational Rate of Exchange (UNORE) in effect at the time of invoice processing.

Payment shall be made within 30 days following satisfactory delivery, inspection, and acceptance of the goods by the designated UNHCR technical personnel and upon receipt of complete and valid supporting documentation.

Delivery of the goods does not, in itself, constitute acceptance. UNHCR reserves the right to inspect the delivered goods to confirm compliance with the applicable specifications and contractual requirements.

AWARD BASIS

Award may be made to one or more technically compliant bidders, as appropriate, based on the outcome of the following evaluation stages:

- Mandatory Requirements – Pass/Fail
- Technical Evaluation – Pass/Fail
- Financial Evaluation

For each item, category, or requirement, as applicable, award consideration will be based primarily on the lowest-priced technically compliant offer.

UNHCR reserves the right to make multiple awards and to issue Purchase Orders or call-off orders to the selected supplier(s) based on operational requirements, quantities required, delivery capacity, availability of goods, and other conditions stated in the solicitation.

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Accordingly, qualification as the lowest-priced technically compliant bidder for one or more items does not necessarily entitle a bidder to an award for the entire requirement.

This is a two stage negotiation and all responses will be evaluated in two stages.

1.2 Schedule

Preview Date		Open Date	**Immediately**
Close Date	**9/1/26 12:59 AM**	Award Date	
Time Zone	**Moscow Standard Time**		

1.3 Negotiation Controls

Response Visibility **Sealed**

Lines Settings

Rank Indicator **1,2,3...**

Ranking Method **Price only**

1.4 Terms

Instructions

Delivery Lead Time

Delivery of all required goods shall be completed within **30 calendar days from the date of issuance of the Purchase Order (PO)**, in accordance with Annex A.

Delivery Terms and Import Customs Clearance Responsibility

All prices shall be quoted in **United States Dollars (USD)** on a **DDP basis to the UNHCR Central Warehouse, Kality, Addis Ababa, Ethiopia, Incoterms® 2020**. The supplier shall be responsible for all transportation, import customs clearance, and applicable import formalities up to the designated delivery point, taking into account UNHCR's applicable tax and customs exemptions.

Payment Terms

Payment shall be made in **Ethiopian Birr (ETB)** within **30 days** following satisfactory delivery, inspection, and acceptance of the goods by the designated UNHCR technical personnel and receipt of a valid invoice, using the applicable **United Nations Operational Rate of Exchange (UNORE)** in effect at the time of invoice processing.

Payment Terms	**HCR Net 30**	Freight Terms	**DELIVERED DUTY PAID**
Shipping Method		FOB	**None**
Negotiation Currency	**USD (US Dollar)**	☐	**Buyer managed transportation**
		Price Precision	**2**

1.5 Attachments

File Name or URL	Type	Description
Annex B- Technical Evaluation	File	
Annex-A Technical Specificatio	File	
Annex F -Vendor Sanctions Scre	File	
Annex E – UN Supplier Code o	File	
Annex D - General Conditions	File	
Annex C- Financial Offer Form.	File	

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2 Requirements

**Response is required*

Dear Supplier,

Please carefully review the requirements and questions in this section. Provide all requested information and upload the required supporting documents where applicable. Failure to provide the requested information or documentation may result in disqualification of the offer from further evaluation.

Technical Evaluation

The technical component of the submission will be evaluated on a **Pass/Fail basis**, in accordance with the **Technical Evaluation Methodology (Annex B)** and the requirements specified in **Annex A – Technical Specifications**.

Financial Evaluation

All Financial Offers must be submitted in **United States Dollars (USD)**. Offers submitted in any other currency will be considered non-responsive and will not be evaluated.

Only offers that successfully pass the mandatory and technical evaluation stages will proceed to financial evaluation. The award will be made to the **lowest-priced technically compliant bidder**, in accordance with the evaluation methodology.

UN Global Compact and Other Considerations

UNHCR supports the **United Nations Global Compact**, which promotes principles relating to human rights, labour, environmental responsibility, and anti-corruption. Suppliers are encouraged to support and adhere to these principles.

The UN Supplier Code of Conduct similarly reflects principles relating to human rights, labour standards, environmental responsibility, and ethical conduct

2.1 Section 1. Mandatory Requirements (Technical)

Section Maximum Score: 6

*1.

General Conditions of Contracts

The UNHCR General Conditions of Contracts for the Provision of Goods shall apply in full to any resulting contract.

Mandatory Requirement

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Bidders must confirm their unconditional acceptance of the UNHCR General Conditions of Contracts for the Provision of Goods. Failure to accept these conditions may result in disqualification.

Maximum Score: 1
Attachments:

File Name or URL	Type	Description
Annex D - General Conditions	File	

Select one of the following:-

☐ a. Yes, Accepted*(Response attachments are required)*
☐ b. No
Comments:

*2.

Acceptance of UN Supplier Code of Conduct

UNHCR requires all bidders to adhere to the United Nations Supplier Code of Conduct, which sets out the minimum standards expected of suppliers in relation to human rights, labour practices, environmental responsibility, and anti-corruption.

The UN Supplier Code of Conduct forms an integral part of this solicitation and will apply to any resulting contract.

Mandatory Requirement
Bidders must confirm their full and unconditional acceptance of the UN Supplier Code of Conduct. Failure to accept these requirements, or any indication of non-compliance, may result in disqualification of the offer

Maximum Score: 1
Attachments:

File Name or URL	Type	Description
Annex E – UN Supplier Code o	File	

Select one of the following:-

☐ a. Yes - Fully Accepted without Reservation (Signed Code of Conduct attached)*(Response attachments are required)*
☐ b. No - Not Accepted
Comments:

*3.

Valid Business Registration

Bidders must be legally registered to operate in their country of incorporation and must provide a valid and up-to-date business registration certificate.

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Mandatory Requirement
Bidders are required to submit a copy of their valid business registration certificate issued by the relevant national authority. The document must clearly indicate the legal name of the entity, registration number, and current validity status.

Maximum Score: 1
Attachments:

File Name or URL	Type	Description
Annex B- Technical Evaluation	File	

Select one of the following:-

☐ a. Yes – Valid Business Registration Certificate attached*(Response attachments are required)*
☐ b. No – Not provided / Not valid
Comments:

*4.

Valid EFDA Pharmaceutical License

Bidders offering **pharmaceutical products/medicines** must hold a valid and current license issued by the Ethiopian Food and Drug Authority (EFDA) authorizing them to engage in the relevant pharmaceutical activities, including importation, distribution, or supply of medicines.

Mandatory Requirement

Bidders are required to submit a copy of a valid EFDA pharmaceutical license, **where applicable to the category or items offered**

Maximum Score: 1

Select one of the following:-

☐ a. Yes - Valid EFDA Pharmaceutical License attached*(Response attachments are optional)*
☐ b. No - Not provided / Not valid

*5.

Authorization to Distribute Medicines

Bidders must be duly authorized to distribute pharmaceutical products in accordance with applicable national regulations.

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Mandatory Requirement
Bidders are required to submit valid documentary evidence demonstrating their authorization to distribute medicines.

Maximum Score: 1

Select one of the following:-

☐ a. Yes – Authorization to distribute medicines attached*(Response attachments are required)*
☐ b. No – Not provided / Not valid

*6.

Vendor Sanctions Screening Declaration

Bidders must confirm that the company and the persons or entities covered by Annex F – Supplier Sanctions Screening Self-Declaration are not subject to applicable sanctions, suspension, debarment, or other procurement-related restrictions.

Mandatory Requirement

Bidders are required to submit a completed, signed, and stamped Annex F – Supplier Sanctions Screening Self-Declaration confirming that:

- The company, including its directors, key officers, principal shareholders, beneficial owners, affiliates, and any proposed subcontractors, is not listed on or otherwise subject to the sanctions and ineligibility lists identified in Annex F.
- The company is not currently subject to any procurement-related suspension, debarment, or other form of exclusion imposed by a United Nations organization, national government, or international financial institution.
- The company will immediately notify UNHCR in writing if its sanctions or eligibility status changes during the tender process or during the performance of any resulting contract.
- The declaration will remain valid throughout the tender process and the duration of any resulting contract.

UNHCR reserves the right to conduct independent sanctions screening and due diligence checks at any stage of the procurement process.

Failure to submit a completed, signed, and stamped Annex F, or submission of an incomplete or unsigned declaration, may result in rejection of the offer.

Maximum Score: 1
Attachments:

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File Name or URL	Type	Description
Annex F -Vendor Sanctions Scre	File	

Select one of the following:-

☐ a. Yes – Declaration signed and attached*(Response attachments are required)*
☐ b. No – Not provided / Not compliant

2.2 Section 2. Technical Offer (Technical)

Section Maximum Score: 3

*1.

Product-Level Compliance

All **pharmaceutical products** offered under this solicitation must comply with applicable national regulatory requirements and relevant international quality standards.

Mandatory Requirements

1. International Nonproprietary Name (INN) Compliance
   All medicines must be identified and supplied using the approved International Nonproprietary Name (INN) or generic name, in accordance with the requirements of Annex A.
2. EFDA Product Registration
   Each medicinal product offered must have a valid Ethiopian Food and Drug Authority (EFDA) Market Authorization/Registration. Bidders must provide valid supporting documentation for each medicinal product offered.
3. Shelf-Life Requirement
   At the time of delivery, all medicines must have a minimum of 75% remaining shelf life.
4. Quality Manufacturing Standards
   Manufacturers of pharmaceutical products must comply with WHO Good Manufacturing Practices (WHO-GMP) requirements. Distributors and wholesalers must comply with applicable Good Storage and Distribution Practices (GSDP). Supporting evidence shall be provided.
5. Packaging and Labelling Compliance
   All medicines must be supplied in original, unopened manufacturer packaging and must be labelled in accordance with Annex A. The labelling shall clearly indicate, at a minimum:
   - Generic name (INN)
   - Dosage form and strength
   - Batch number
   - Manufacturing and expiry dates
   - Storage conditions

Maximum Score: 1
Attachments:

File Name or URL	Type	Description

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Annex B- Technical Evaluation	File	
Annex-A Technical Specificatio	File	

Select one of the following:-

☐ a. Yes – Fully compliant with Product-Level Compliance requirements (supporting documents attached)*(Response attachments are required)*

☐ b. No – Not compliant / documentation not provided

Comments:

*2.

Quality Assurance

Bidders must demonstrate that all pharmaceutical products supplied under this solicitation comply with recognized quality assurance standards and allow full traceability and product integrity verification.

Mandatory Requirements

1. **Certificate of Analysis (CoA)**
   Bidders must provide a commitment to submit a Certificate of Analysis (CoA) for each batch supplied upon delivery, or as otherwise required in the contract. The CoA must be issued by the manufacturer or an accredited laboratory.
2. **Batch Traceability**
   Bidders must confirm full batch traceability for all products supplied. Each product must be traceable by batch/lot number from manufacturer to final delivery point.
3. **Cold Chain Capability (if applicable)**
   Where applicable, bidders must demonstrate the ability to maintain required cold chain conditions during storage and transportation, in accordance with manufacturer specifications and WHO standards. Evidence of cold chain logistics arrangements must be provided where relevant.

Maximum Score: 1

Select one of the following:-

☐ a. Yes – Fully compliant with Quality Assurance requirements (supporting documents attached)*(Response attachments are required)*

☐ b. No – Not compliant / documentation not provided

*3.

Delivery Capacity

Bidders must demonstrate adequate capacity to ensure timely and reliable delivery of goods in accordance with UNHCR requirements.

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Mandatory Requirements

1. **Delivery Lead Time**
   Bidders must confirm their ability to complete delivery of all required goods within **30 calendar days from the date of issuance of the Purchase Order (PO)**. The proposed delivery schedule must be clearly stated in the offer and must be realistic and achievable.
2. **Delivery Location**
   Bidders must demonstrate the ability to deliver the goods to:
   - **UNHCR Central Warehouse, Kality, Addis Ababa, Ethiopia**
3. **Logistics Capacity**
   Bidders must demonstrate sufficient logistics capacity to support the safe, timely, and reliable delivery of the goods. Supporting evidence may include relevant logistics arrangements, transportation capacity, warehousing arrangements, or other appropriate documentation.

Maximum Score: 1

Select one of the following:-

☐ a. Yes – Fully compliant with delivery capacity requirements (supporting documents attached)*(Response attachments are required)*

☐ b. No – Not compliant / documentation not provided

Comments:

_____

_____

2.3 Section 3. Financial Offer (Commercial)

Section Maximum Score: 1

*1.

Financial Offer

Bidders must submit their Financial Offer in United States Dollars (USD). For evaluation purposes, all offers will be evaluated and compared in USD. Final payment shall be made in Ethiopian Birr (ETB) using the applicable United Nations Operational Rate of Exchange (UNORE) in effect at the time of invoice processing.

Pricing Requirements

- Prices must be submitted in accordance with the Financial Offer Form (Annex C).
- Offers using a pricing structure different from that specified in Annex C may be considered non-responsive.
- Prices must be quoted exclusive of VAT and other applicable direct taxes, taking into account UNHCR's

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applicable tax and customs exemptions.

- All prices must be quoted on a DDP basis to the UNHCR Central Warehouse, Kality, Addis Ababa, Ethiopia, Incoterms® 2020.
- The supplier shall be responsible for all transportation, import customs clearance, and applicable import formalities up to the designated delivery point, taking into account UNHCR's applicable tax and customs exemptions.

Validity of Offer

The Financial Offer must remain valid for a minimum period of 90 days from the bid submission deadline. The submitted prices shall remain valid for the duration of any resulting contractual arrangement, unless otherwise agreed in writing.

Delivery Lead Time

Delivery of all required goods shall be completed within 30 calendar days from the date of issuance of the Purchase Order (PO).

Payment Terms

Payment shall be made in Ethiopian Birr (ETB) within 30 days following satisfactory delivery, inspection, and acceptance of the goods by the designated UNHCR technical personnel and upon receipt of complete and valid supporting documentation.

The applicable UNORE in effect at the time of invoice processing shall be used for currency conversion.

Cost of Bid Preparation

All costs associated with the preparation and submission of the bid, including any related travel, communication, documentation, or administrative expenses, shall be borne by the bidder. Such costs will not be reimbursed by UNHCR and shall not be included as separate charges in the Financial Offer.

Maximum Score: 1
Attachments:

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File Name or URL	Type	Description
Annex C- Financial Offer Form.	File	

Hint: please fill attached UNHCR financial offer form (Annex C) and upload signed , stamped both in pdf and excel

Select one of the following:-

☐ a. Yes – Fully compliant with Financial Offer requirements (Annex C submitted as specified, including pricing in required currency, VAT exclusion, and 90-day validity confirmed)*(Response attachments are required)*

☐ b. No – Not compliant with Financial Offer requirements and/or Annex C not properly completed

Comments:

3 Lines

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Instructions	**Financial Offer Consistency and Currency Requirement** Bidders must ensure that the total amount stated in the Financial Offer Form (Annex C) is fully consistent with all item-level prices, category totals, amounts entered in the UNHCR ERP Supplier Portal, and the overall financial summary. Any discrepancy between these amounts may result in rejection of the offer. Bidders are required to submit their Financial Offer in United States Dollars (USD). All prices shall be quoted and evaluated in USD. The currency of the offer and any resulting contract or Purchase Order shall be USD. Payment shall be made in Ethiopian Birr (ETB) using the applicable United Nations Operational Rate of Exchange (UNORE) in effect at the time of invoice processing. Bidders shall take into account any exchange-rate fluctuation risk between USD and ETB when preparing their prices. ## Categories of Items Suppliers are invited to submit offers for the following two categories, as specified in Annex C – Financial Offer Form: 1. Medical Supplies 2. Medical & Lab Equipment Detailed line items, quantities, specifications, and pricing fields are provided in the respective worksheets of Annex C. Each category total shall reflect the consolidated total of all applicable line items included under that category. ## Price Consistency Requirement

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The prices entered in the UNHCR ERP Supplier Portal/e-Tender system must exactly match the prices submitted in the Excel Financial Offer Form (Annex C), including, as applicable:

- Unit prices
- Line-item totals
- Category totals
- Grand Total

Any discrepancy between the financial information entered in the ERP Supplier Portal and the amounts submitted in Annex C may result in rejection of the offer.

Currency and Payment

The currency of the offer and any resulting award shall be United States Dollars (USD).

Final payment shall be made in Ethiopian Birr (ETB) within the applicable payment period, using the United Nations Operational Rate of Exchange (UNORE) in effect at the time of invoice processing.

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3.1 Line Information

Line	Target Quantity	UOM	Response Quantity	Response Price	Line Amount	Promised Date
1-Medical Supplies	1	Lot				
2-Medical and Laboratory equipment and Supplies List	1	Lot				

3.2 Line Details

3.2.1 Line 1 Medical Supplies

Category Name	**Medical and surgical supplies**		
Item		Revision	
Allow Alternate Lines	**No**		
Requested Date		Location	**UNHCR Representation in Ethiopia P.O. Box 1076 Bole Road, Wereda 1**

ADDIS ABABA 1076

Start Price (USD)

Attachments

File Name or URL	Type	Description
Annex C- Financial Offer Form.	File	

3.2.2 Line 2 Medical and Laboratory equipment and Supplies List

Category Name	**Laboratory and other supplies**		
Item		Revision	
Allow Alternate Lines	**No**		
Requested Date		Location	**UNHCR Representation in Ethiopia P.O. Box 1076 Bole Road, Wereda 1 ADDIS ABABA 1076**
Start Price (USD)			

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