

INVITATION TO BID

FOR THE ESTABLISHMENT OF FRAME AGREEMENTS FOR THE SUPPLY OF

ESSENTIAL MEDICINES AND MEDICAL SUPPLIES

ITB DOCUMENTS

- Annex A: Essential Medicines and Medical Supplies List
- Annex B: Technical evaluation criteria
- Annex B.1: Technical Offer Form
- Annex B.2: Supplier prequalification- Quality Assurance Pathways
- Annex B.3: Sustainability Criteria
- Annex B.4: Item availability - Essential Medicines and Medical Supplies
- Annex B.5: Template for Experience
- Annex C: Financial Offer Form
- Annex D: UNHCR General Conditions of Contracts for the provision of Goods - 2018
- Annex E: UN Supplier Code of Conduct.

ITB KEY DATES:

ITB Issue Date	As specified in the Cloud ERP
Questions submission deadline	22 July 2026, 23:59 hrs CEST
Pre-bid attendance confirmation	28 July 2026, 23:59 hrs CEST
Pre-bid conference date	Week 3 to 7 August 2026 (Exact date and time will be communicated to the interested bidders via Cloud ERP)
ITB Submission deadline	As specified in the Cloud ERP

IMPORTANT:

If you are interested in submitting a bid in response to this ITB, please retrieve all the annexes from UNHCR's Cloud ERP Portal and prepare your bid in accordance with the requirements and procedures as set out in this ITB and its annexes and submit it by the deadline for submission of bids set out in UNHCR's Cloud ERP Portal.

As all actions are to be conducted in UNHCR's Cloud ERP Portal (including access to ITB annexes), it is imperative that Bidders have proper access therefore UNHCR advises all Bidders that they check their access to UNHCR's Cloud ERP Portal as soon as possible.

Note: United Nations Global Marketplace (UNGM) Platform is used for tender advertisement purposes only. Bidders cannot express their interest with regards to this ITB on UNGM Platform.

In case you have never registered before, you can register a supplier profile using this [Supplier Registration Link](#).

Following registration or should you already be registered, please proceed to Supplier Portal - <https://supplier-portal.unhcr.org/>. Do not create a new profile if you already have one. Use the "Forgot Password?" feature in case you do not remember your password or username from previous registration.

For technical assistance, e.g. on how to find a negotiation in the Supplier Portal, please consult the step-by-step instructions in guidelines available on the UNHCR website:

- How to become a supplier:<https://www.unhcr.org/get-involved/work-us/become-supplier/how-become-supplier>.

- Guidelines for UNHCR suppliers: How to use the supplier portal - <https://www.unhcr.org/media/guidelines-unhcr-suppliers-how-use-supplier-portal>

Please indicate whether you intend to submit a bid by creating a draft response without

submitting directly in the system. This will enable the system to send notification in case of amendments of the tender requirements.

Offers must be submitted through UNHCR's Cloud ERP Portal.

Khurram Jamil

Head, Sourcing and Global Markets Unit

Procurement Section

Supply Management Service

UNHCR Global Service Center

This document has important legal consequences. The information contained in this document is proprietary of UNHCR. It shall not be used, reproduced, or disclosed to others without the express and written consent of UNHCR.