



# UNHCR

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

DATE: 16/07/2024

REQUEST FOR QUOTATION: No.

RFQ/2024/0716/INST

FOR ESTABLISHMENT  
OF SERVICES PURCHASE AGREEMENT FOR NETWORK INSTALLATION AND  
CONFIGURATION

**CLOSING DATE AND TIME: 10 August 2024 at 23:59 hrs. local time**

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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.

Across more than six decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 17,324 people in 135 countries continues to help nearly 80 million people. To help and protect some of the world's most vulnerable people in so many places and types of environments, 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 Armenia invites qualified suppliers to provide a quotation for network installation and configuration as per the technical specifications in Annex A.

### **IMPORTANT:**

Technical specifications are detailed in Annex A of this document General Conditions of Contract for Provision of Services are listed in Annex B.

**The potential vendors are requested to provide quotations for installation service in accordance with all detailed requirements as per TOR, installation scheme and products list included in Annex A. It is important to provide also all the documents/ evidence as requested in provision V. Required Experience, Annex A.**

Please also note the following:

- prices shall be quoted without VAT tax.
- Please mention delivery time/delivery schedule for services and strictly adhere to it.
- Please include all required documents.

UNHCR may award Service Agreement(s) and/or respective Purchase Order(s) for delivery of requested items based on the results of this RFQ.

2. REQUESTS FOR CLARIFICATIONS

Please submit any request for clarification in respect of this RFQ by e-mail to Arpine Harutyunyan, Supply Associate ([harutyua@unhcr.org](mailto:harutyua@unhcr.org), 098334119) and Sevak Khachatryan, Supply Assistant([khachats@unhcr.org](mailto:khachats@unhcr.org), 055375334)

UNHCR will answer the questions received as soon as possible both via email and phone.

It is strongly recommended that this request for quotation document and its Annex A, technical specifications to be read thoroughly.

**ANNEX A**

Technical specifications for required services

**ANNEX B**

General terms and conditions of contracts for provision  
of services to UNHCR