



**UNHCR**

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

**DATE: 13.09.2024**  
**REQUEST FOR QUOTATION: No. RFQ/2024-16/BGR**  
**FOR THE FOR THE ESTABLISHMENT**  
**OF A FRAME AGREEMENT FOR CONDUCTING CAPACITY-BUILDING SESSIONS AND**  
**ACTIVITIES ON GENDER-BASED VIOLENCE (GBV) AND ANTI-TRAFFICKING**

**QUOTATION TO BE RECEIVED BY: 27.09.2024.**

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950, by the United Nations General Assembly<sup>1</sup>, requests your price quotation for the following goods specified in this Request for Quotation (RFQ).

**1. REQUIREMENTS**

- Description of requested services:

The aim of the assignment is to establish a Frame Agreement with a service provider/ organization to conduct capacity-building sessions and activities on gender-based violence (GBV) and prevention of sexual exploitation and abuse (PSEA).

The following annexes are integral parts of this RFQ:

- Annex A: UNHCR's General Conditions of Contracts for the Provision of Goods
- Annex B: Terms of reference (specification)
- Annex C1: Price List offer (Lot 1)
- Annex C2: Price List offer (Lot 2)
- Annex D1: Technical offer and evaluation criteria (Lot 1)
- Annex D2: Technical offer and evaluation criteria (Lot 2)
- Annex E: Vendor Registration Form
- Annex F: UN Supplier Code of Conduct

**2. CONTRACT AWARD**

UNHCR may award Frame Agreement(s) with initial duration of 2 (two) years, potentially extendable for an additional period of 1 year. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

The estimated requirement of UNHCR is stated in Annex B. Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not

<sup>1</sup>

For further information on UNHCR, please see <http://www.unhcr.org>



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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 against the Frame Agreement.

Find attached in ANNEX B (Terms of Reference) for more information about the services required.

Please note that UNHCR has tax and duty exemption status, so you shall include in the price list information in your quote both with and without VAT.

### **3. AWARD CRITERIA:**

#### **Technical and Financial evaluation:**

**Kindly send separate document(s) for technical and financial proposals, failure to do that may result in disqualification.**

For the award of this procurement, UNHCR has established evaluation criteria which govern the selection of proposals received. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

The **Technical proposal** will be evaluated using inter alia the following criteria and percentage distribution: **60%** of the total score 120 point, as detailed in Annex D.

**Financial proposal** will be evaluated using inter-alia the following criteria and percentage distribution: **40%** from a total score of 80 points.

The cut-off points for submissions to be considered technically-compliant will be **84 points of the total available technical score of 120 points.**

**IMPORTANT:** The Financial proposal will only be opened for evaluation if the supplier's technical part of the proposal has scored the min obtainable marks by UNHCR's technical evaluation team and has complied with all pass/fail requirements.

#### **For Financial evaluation:**

The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms. All other price proposals will receive points in inverse proportion to the lowest price; e.g., [total Price Component] x [US\$ lowest] \ [US\$ other] = points for other supplier's Price Component.

Your quotation must be valid for at least **60 calendar days**. The standard payment terms of UNHCR is net **30 days** upon satisfactory delivery of goods and acceptance thereof by UNHCR.

Please provide all necessary documents and complete and **submit Annex D: Technical Offer form and Annex C: Financial offer form. Please note that offers with missing Annex D and/or C will not be evaluated.**

### **4. RFQ SUBMISSION:**



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We would appreciate [receiving your quotation on or before 27 September 2024 AT 23:59 Sofia local time](mailto:kuzekov@unhcr.org) to [kuzekov@unhcr.org](mailto:kuzekov@unhcr.org)

Your offer should be in English and shall comprise the following two sets of documents:

- Technical offer (Annex D)
- Financial offer (Annex C)

**Technical Offer:** The technical offer form (Annex D) should be completed, signed and included in the technical proposal. Please provide all necessary documents for application as per Annex B and Annex D. No pricing information should be included in the technical offer.

**Financial Offer:** Please submit your price offer, using the financial form (**Annex C**). Your offer can be in **BGN**. UNHCR is Tax exempted, in this regard, the price must be given without VAT.

Please indicate in the **e-mail subject field**:

- **RFQ/2024-16/BGR**
- **Name of your firm/company**
- **Number of e-mails that are sent (example: 1/2, 2/2)**
- **For example: RFQ/2024-16/BGR Company ABC (email 1 of 3)**

**Technical and financial offers must be in separate files.**

Your quotation must be valid at least for **60** days. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached in **ANNEX A the UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services**, which have to be acknowledged by submitting a signed copy together with your offer.

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

## **5. ACKNOWLEDGMENT**

We would appreciate you informing us of the receipt of this RFQ by return e-mail to [kuzekov@unhcr.org](mailto:kuzekov@unhcr.org) as to:

- Your confirmation of receipt of this RFQ
- Whether or not you will be submitting a bid

## **6. REQUESTS FOR CLARIFICATION**

Bidders are required to submit any requests for clarification in respect of this RFQ by e-mail to [kuzekov@unhcr.org](mailto:kuzekov@unhcr.org) . The deadline for receipt of queries is **13:00 hrs Sofia local time on 20th September 2024**.



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Feedback on clarifications requests from potential bidders, if any, will be aggregated and published in UNHCR Bulgaria website and/or directly through mail to all invited suppliers.

Thank you for your kind attention.