



# UNHCR

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

**DATE: 26 January 2023**  
**REQUEST FOR QUOTATION: [No. RFQ/CAI/003/2023\_rev1]**

Fire Fighting system equipment's and installations – for UNHCR Egypt

**QUOTATION TO BE RECEIVED BY: 15 February 2023 Sunday 26 February 2023**  
**by 15:00 Hrs.**

## **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 five 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**

UNHCR Egypt Office would like to purchase service of Service of construction supervision and consultancy. The required full TOR's per attached Annex A.

Find attached ToR 's as (ANNEX A) about the requirement. Your offer shall be prepared in English and or Arabic. In case of error in the total, UNIT price will be considered for calculation.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration. Your offer should be inclusive of taxes and duties. A vendor should provide the rates for the whole requirement in Annex A.

- Currency: EGP and/or USD
- Unit Cost: without tax + the percentage of applicable VAT/Taxes
- Cost of all services all inclusive: EGP/USD

The following annexes form integral part of this request for quotation:

*Annex A: Detailed ToR documents*

*Annex B: Vendor Registration Form (June 2018 version)*

*Annex C: UNHCR General Terms and Conditions for Goods and services (July 2018 version)*

*Annex D: UN Supplier Code of Conduct*

## 2. RFQ Submission

We would appreciate receiving your quotation on or before 15 February 2023 @ 15:00 hrs. The quotations must be accompanied with the below mentioned documents.

1. Company registration certificate
2. Acceptance of UNHCR general conditions for provision of Goods and Services (July – 2018)
3. Tax registration certificate
4. Duly filled UNHCR vendor registration form. If you are a registered vendor with UNHCR, just provide the UNHCR vendor registration ID.

Your offer/quotation must be duly signed and stamped with date sent via email on the given email address on or before the closing date and time

**Physical Visit to the Building on Thursday 09/02/2023 from 14:00 – 15:00.**

**Address: 44A street, 2nd proximity, 8th District, 6 October City**

Submission email address: [arecasup@unhcr.org](mailto:arecasup@unhcr.org)

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of 10 Mb so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

- RFQ/CAI/003/2023\_rev1 for Service of Installation and equipment of Fire Fighting system.
- Number of e-mails that are sent (example: 1/2, 2/2)

Please note that mail sent with different subject line may be disqualified

IMPORTANT: Quotations that are otherwise addressed and/or copied or sent to other addresses or individuals other than the above-mentioned Supply staff members or unless otherwise advised, will be marked invalid and not considered for evaluation.

**QUOTATION TO BE RECEIVED before: ~~15 February 2023~~ By Sunday February 2023 15:00 Hrs.**

The standard payment terms of UNHCR are net **30** days upon satisfactory delivery of goods and acceptance thereof by UNHCR.

Submitting your quotation for this RFQ will be considered as acknowledgement/agreement for the general terms and conditions mentioned in Annex C and UN Supplier Code of Conduct Annex D, which applies for all UNHCR procurement.

Thank you for your kind attention.

Asmaa Boukhait



Supply Officer  
UNHCR Egypt Office