

DATE: 17 January 2023
REQUEST FOR QUOTATION: [No. RFQ/CAI/002/2023]

Staff transportation and shuttle Services for UNHCR Staff in Cairo and Greater Cairo

QUOTATION TO BE RECEIVED BY: 31 January 2023 by 23:59 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 initiate a FA for a duration of 2+1 years to purchase service of Staff transportation and shuttle Services for UNHCR Staff in Cairo and Greater Cairo. The required full TORs per attached Annex A.

Find below a detailed SOW in (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.

- Offer :To be conducted via the attached financial form *Annex E -Financial Offer RFQCAI0022023*
- 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 SOW*
- Annex B: Vendor Registration Form (June 2018 version)*
- Annex C: UNHCR General Terms and Conditions for Purchase of Goods (July 2018 version)*
- Annex D: UN Supplier Code of Conduct*
- Annex E: Financial Offer RFQCAI0022023*

2. RFQ Submission

We would appreciate receiving your quotation on or before 31 Jan 2023 @ 23:59 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 (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

Submission email address: 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/002/2023 for Staff transportation and shuttle Services for UNHCR Staff in Cairo and Greater Cairo

- 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: 31 Jan 2023 23:59 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

ANNEX A part A - PRICE PROPOSAL FORM
REQUEST FOR QUOTATION: No. RFQ/CAI/002/2023

QUOTATION TO BE RECEIVED before: 31 Jan 2023 23:59 Hrs.

Service of Staff transportation and shuttle Services for UNHCR Staff in Cairo and Greater Cairo.

Payment terms: Acceptance of UN payment terms (i.e. 30 days net from receipt of documents) and please click YES ☒ or NO ☐

I undertake, if our quotation is accepted, to ensure supply of any of the materials in accordance with required specification, quality, financial offer and delivery period of **1 week** as specified in the bidding document.

I agree to abide by this quote for a period of **90 days** from the date fixed for opening of the quotes in the request for quotation (RFQ) document, and it shall remain binding upon us and may be accepted at any time before the expiration of the period.

The undersigned confirms hereby acceptance of the UNHCR General Terms and Conditions for provision of Goods, including UNHCR payment terms as specified in this RFQ.

S/No	Item description	UoM	QTY	Unit Price	VAT/ Taxes	Total all inclusive	Remarks
1	Staff transportation and shuttle Services for UNHCR Staff in Cairo and Greater Cairo	Lumpsum	1				
Grand Total:							

Note: All the items required to be sourced locally and should be delivered within **1 week after the issuance of purchase order to UNHCR office**

Name of Bidder: _____ Designation: _____

Telephone No _____ Email Address: _____

Company Name: _____

Company Address: _____

Authorized Signature: _____ Company Stamp: _____

Date: _____

ANNEX A – Part B SOW

Annex A - Terms of Reference (TOR)

UNHCR requires professional passenger transportation services for regular routes and missions for UNHCR staff that requires to work in different offices disseminated within Cairo and Greater Cairo. Currently UNHCR is operating from 3 different locations in Cairo (Zamalek and 6th of October).

In this regard UNHCR invites qualified service providers to make a firm offer for the provision of transportation and shuttle services for UNHCR.

Scope of the required services under regular circumstances:

1. The **provision of daily shuttle services** to transport staff between offices and back at the end of the working day.
 - **Startup point:** Zamalek building next to Marriott Hotel side gate
 - **Drop off location:** main building then RSD-T building in 6th of October
 - **Working days:** from Sunday to Thursday
 - **Office working hours:** 7:00 AM to 4:00 PM
2. **Ad-Hoc requests** for rented vehicle according to the work needs to be requested one day in advance to operate within Greater Cairo or for missions outside Cairo.
Ad-Hoc order for rented car will be made by Cairo office.
3. **Focal Point:** the service provider should allocate one focal point and a back-up to manage UNHCR requests.

General requirements:

The Service Provider agrees to provide to the UNHCR transportation of UNHCR staff ~~and~~ to the following specifications:

1) The Service Provider will provide ground transportation with vehicles, which are officially authorized to transport passengers by the appropriate national transportation agency regulation in excellent mechanical condition. The Vehicle's year of manufacture has maximum limit of 3 years or 50,000 km at the date of first order.

2) The Service Provider shall perform and warrant the following:

- Before starting any operation, the driver is fully responsible to verify the vehicle's faultless mechanical condition as well as ensuring the cleanliness of the vehicle. The Service Provider is fully responsible for all the maintenance and repair of each vehicle including when the vehicle is damaged or is not in good working condition. Maintenance should be conducted by the Service Provider every 5,000 (five thousand) km or three months whichever comes first.
- The drivers must possess a valid driving license for the relevant vehicle type, a

copy of the appropriate license for each driver must be submitted to UNHCR for its records.

- Drivers must handle the vehicle with care and pay attention to the road condition and other road users including pedestrians.
- The driver must respect all local traffic regulations at all times. Speeding and overtaking is not allowed.
- Drivers: The Company must provide drivers on the rented vehicles who have relevant certificate/credentials, and had their files gone through background checks.
- Driver must undergo regular drug tests for the safety of UNHCR staff.
- The drivers must have reasonable English language skills.
- The minimum number of years of experience in commercial driving vehicle is 5 years; Certification of training on minimum security standards; for example: certified first aid training.
- Driver should have company card/badge for identification.
- It is the responsibility of the driver to ensure all the vehicles are parked in a secure area during any designated stop, which shall only be made in areas assessed to be safe and all the curfews must be respected.
- The maximum number of working hours of the drivers shall not exceed applicable national standards and regulations (in order to avoid accidents due to fatigue). The drivers shall follow the instructions given by UNHCR staff, provided those instructions do not go against applicable law. Drivers found to be unsuitable by UNHCR shall be replaced immediately and without contest. Consumption of alcohol and/or other drugs is strictly forbidden and constitutes grounds for immediate dismissal of the driver.
- The Service Provider is responsible for obtaining and verifying all required documentation, including all relevant licenses and transport permissions and other relevant documents, as applicable in the context.
- In case of accident (i.e. any incident that happens unexpectedly resulting in damage to vehicle, passenger's property, or injury or death of passengers or personnel) the following procedures shall be followed:
 - Ensure First Aid is provided and all injured are transferred to the nearest medical facility as quickly as possible. According to the UN Minimum Operating Security Standards (MOSS) compliance requirements a report should be made to the local authority (if required the driver must wait at the scene of the accident or report to the nearest police station)
 - The UNHCR focal person must be notified immediately
 - A written statement of the accident must be submitted to UNHCR within 24 (twenty-four) hours of the accident
- In According to the Minimum Operating Security Standards (MOSS) compliance requirements, the rented vehicle should have:
 - First aid kit
 - Fire extinguisher
 - Spare wheel, jack and appropriate tools
 - Reflector triangles, battery-powered lantern

- Seat belts for all passengers
- 5 meter rope, strong enough to pull another vehicle

- In any case the Service Provider fails to render the required transportation service as agreed, e.g. vehicle breaking down before arrival at the final destination, the Service Provider will be held responsible to replace the broken vehicles immediately before the closure of business day, as well as to bear any costs that might arise including any damage to items and costs related to any needed replacement of items.
- Before entering into any agreement, each vehicle must be covered by a Comprehensive Motor Vehicle Insurance (incl. Coverage for Passenger Transport) issued by a reputable insurance company, as evidenced by a copy of the insurance policy to be annexed to the potential agreement.

3) The Service Provider shall maintain a Route Log Sheet, containing as a minimum the following information:

Date	Route	Driver's Name	Bus Model Name	Time	Passenger's signature

The sheet shall be submitted to UNHCR with every invoice.

4) Type of requested vehicles

- Light vehicle (sedan)
- Light vehicle (4x4/SUV)
- Mini Bus-Hi Ace
- Coaster bus
- Big Bus (48 seat)

5) Evaluation

Evaluation criteria	Evaluated:
Copy business License/Registration provided	Pass / Fail
Copies of proposed drivers` licenses	Pass / Fail
Number of buses, models and their age/mileage stated demonstrate capacity to provide the services, pictures attached	Pass / Fail
Evidence of a commercial bank account provided in Annex E – Vendor Registration Form	Pass / Fail
3 references from international clients in the past 3 years, with a satisfactory performance level	Pass / Fail

UNHCR may contact you for a visit during the course of evaluation with the purpose of verifying the information shared in your technical proposal.