

DATE: 22 March 2023
REQUEST FOR QUOTATION: [No. RFQ/CAI/012/2023]

Lactation room for new waiting area

QUOTATION TO BE RECEIVED BY: 31 March 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 purchase and install a lactation room for the refugees usage in 6th of October . 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.

- 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

2. RFQ Submission

We would appreciate receiving your quotation on or before 31 March 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/012/2023 for Lactation Room

- 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.

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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 B SOW**Annex A - Terms of Reference
(TOR)**

UNHCR wished to buy and install a fiberglass booth ,that will be located at 6th of October office .

In this regard UNHCR invites qualified service providers to make a firm offer for the provision of selling and installing a fiberglass room for UNHCR.

Scope of the required services under regular circumstances:**1) Technical Specs**

- Fiberglass with wooden cover from inside
- Outside 215 x 155 x 235 cm
- Inside 205 x 140 x 230 cm
- Door Alumital size 180 x 70 cm
- Two windows Alumital size 67 x 84 cm
- One basin include the bar 130 x 70 cm
- Wooden cover from inside
- Fan, water heater
- Water, sewage and electricity connections.

2) Evaluation

Evaluation criteria	Evaluated:
- Record for past orders/works .	Pass / Fail
- Warranty period on materials employed for a minimum of one year	Pass / Fail
- Availability of maintenance service and spare parts	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.

ANNEX A part A - PRICE PROPOSAL FORM
REQUEST FOR QUOTATION: No. RFQ/CAI/012/2023

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Service of installing a lactation room for the new waiting area located at 6th of October office.

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 **30 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	Lactation room, inclusive of installation ,and transportation to 6 th of October city .	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: _____

3)Photos for illustration:



