

**DATE: 10 April 2023**

**REQUEST FOR QUOTATION: [No. RFQ/CAI/018/2023]**

**Window desks with incorporated partition**

**QUOTATION TO BE RECEIVED BY: 19 April 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 Window desks with incorporated partition for the staff 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 19 April 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](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/018/2023 for **Window desks with incorporated partition**

- 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.

➤ **Note:**

UNHCR is highly recommending that you can conduct a site visit for physically checking the site details and dimensions

If you are interested on conducting the visit, please send us an email to : ARECA Supply Chain [arecasup@unhcr.org](mailto:arecasup@unhcr.org) maximum by 12 April for sharing the attendees details , noting that the maximum no. of attendees for the company is 2 persons .

- Site visit location: UNHCR main building - 17 Makka El Mokarama St.3rd Proximity , 7th District, 6 October City
- Date: April 13,2023
- Time :10:00 a.m till 10:30 a.m.

Thank you for your kind attention.

Asmaa Boukhait



Supply Officer  
UNHCR Egypt Office

**ANNEX A part A - PRICE PROPOSAL FORM**  
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Service of installing a lactation room for the new waiting area located at 6<sup>th</sup> 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	Window desks with incorporated partition	Lumpsum	3				
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 wished to buy and install Window desks with incorporated partition, 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 of Window desks

#### **Scope of the required services under regular circumstances:**

##### **1) Technical specs**

- **Desk 1** (to accommodate 3 windows, as per architectural design)
  - o 310cm large x 100cm high x 50cm deep
  - o 4 partitions needed (2 on the side of each window). Partition should be 100cm high from the desk surface (200cm high from floor level)
  - o Desk should have a small space for storage of office items under the desk surface
  
- **Desk 2** (to accommodate 1 window, as per architectural design)
  - o 237cm large x 100cm high x 50cm deep
  - o 2 partitions needed (2 on the side of each window). Partition should be 100cm high from the desk surface (200cm high from floor level)
  - o Desk should have a small space for storage of office items under the desk surface
  
- **Desk 3** (to accommodate 2 windows, as per architectural design)
  - o 176cm large x 100cm high x 50cm deep
  - o 3 partitions needed (2 on the side of each window). Partition should be 100cm high from the desk surface (200cm high from floor level)
  - o Desk should have a small space for storage of office items under the desk surface

##### **2) Evaluation**

Evaluation criteria	Evaluation Method:
- 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.

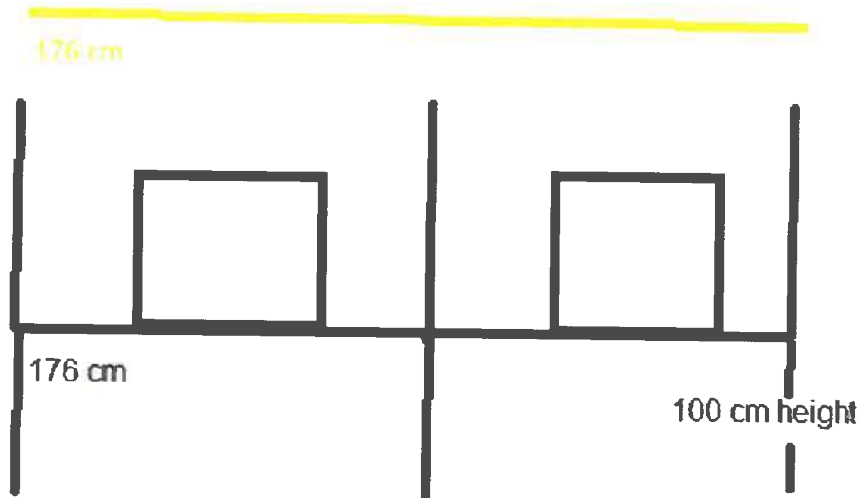
For illustration :

310 cm

100 cm

237 cm

237 cm



**UNHCR**United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés**DATE: 10 April 2023****REQUEST FOR QUOTATION: [No. RFQ/CAI/018/2023]****Window desks with incorporated partition****QUOTATION TO BE RECEIVED BY: 19 April 2023 by 23:59 Hrs.****INTRODUCTION TO UNHCR**

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