

DATE: 10 April 2023
REQUEST FOR QUOTATION: [\[No. RFQ/CAI/017/2023\]](#)

2 additional latrines for PWD Accessible latrines

QUOTATION TO BE RECEIVED BY: 18 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

- 1- UNHCR Egypt Office would like to purchase and install 2 additional latrines for PWD Accessible latrines 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 18 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;

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/017/2023 for **2 additional latrines for PWD Accessible latrines**

- 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 A - PRICE PROPOSAL FORM
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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	2 additional latrines for PWD Accessible latrines	EA	2				
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 2 additional latrines for PWD Accessible latrines, 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 **2 latrines for PWD Accessible latrines**

Scope of the required services under regular circumstances:

1) Technical Specs

a) Type

Fiberglass Toilet

Closed type with lid.

Without visual contact of the sewage by the user.

With disinfectant liquid.

b) Basin of the toilet

100% closed polyethylene basin with lid and cap for basin.

The diaphragm of the toilet to be operated by either by hand or foot-operated pump with nonvisual contact with the sewage tank.

c) Toilet size

The width of the toilet should be 1.5M to allow the persons with wheelchair to maneuver inside the space and a maximum height of 220cm.

d) Toilet seat

Should be in a corner of the room with a space of 90 cm beside it to allow a parallel transfer to and from a wheelchair. P.S: Squat toilet should be avoided. Else, there should be a movable toilet chair available The toilet seat Height is 40CM to 48CM

e) Washbasin

Wash basin connected to a clean water, featuring a foot-operated water pump and with water-saving valve.

Should be suspended with no ceramic column underneath or any other element that reduces the knee space of persons using a wheelchair. The tap should have a long lever handle that are easy to operate.

f) Cabin of the Portable toilet

The chemical toilet cabin should be entirely made of nonflammable materials (high density polyethylene), resistant to high-low temperatures of Celsius (-1C – 47C).

The cabin should have ventilation openings.

The door should be gender-proof and spring-locked showing if the toilet is in use/occupied. It should also have a locking latch from the inside and in case of need to open from the outside with a special key.

Hand washing should be possible through a soap dispensing unit with a liquid soap dispenser tank.

The interior of the cabin should be made of non-porous materials so that it

can be quickly cleaned and disinfected. The flooring should be made of non-slip material.

The colors of the walls should not be altered over time even in changing climatic conditions.

Specified place for placing the toilet roll

Full plumbing connections and electricity connections

Lightening by a regular bulb lamp fan

g) Handrails

The side of toilet chair should be placed with a drop-down rail to stabilize persons while sitting and a grab-bar attached to the wall to support persons while sitting down and getting up. Vertical rails can be installed on the sides of the sink or of the toilet seat as well.

h) Toilet door

Width with 85 CM to 90 CM

The toilet door should have an extra horizontal bar handle on the inside to facilitate closing the door, and it should open outwards for security reasons.

Door handles are 80CM to 1M in Height

i) Gender separation

At least one accessible toilet per gender

j) Toilet light switch

It should be at 800CM to 1M from the floor

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.