

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés**DATE: 20 May 2023****REQUEST FOR QUOTATION: [No. RFQ/CAI/041/2023]****Caravan for the backyard area for UNHCR October Main building****QUOTATION TO BE RECEIVED BY: 22 May 2023 by 12:00 PM 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 would like establish Frame agreement to procure up to five caravans, immediate PO shall be placed for one Caravan in the backyard area to accommodate security activities in one of the entrances to the waiting areas, at its main building, located in October city. The detailed TORs as per attached **Annex A**.

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
- 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: TOR & Specifications

Annex B: Vendor Registration Form (June 2018 version)

Annex C: UNHCR General Terms and Conditions for Goods and services

Annex D: UN Supplier Code of Conduct

2. RFQ Submission

We would appreciate receiving your quotation on or before 22 May 2023 @ 12:00 PM 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 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:

No. RFQ/CAI/041/2023 - Caravan for the backyard area for UNHCR October Main building

- 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: 22 May 2023 12:00 PM 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

PRICE PROPOSAL FORM**REQUEST FOR QUOTATION: No. RFQ/CAI/041/2023****Caravan for the backyard area for UNHCR October Main building****QUOTATION TO BE RECEIVED before: 22 May 2023 12:00 PM Hrs.**

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 **20 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	Caravan 3.5m x 4.5m	Unit	5				
2	Delivery to 6 October	Unit	5				
3	Installation	Unit	5				
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.

UNHCR commit to procure immediately one unit only. While no commitment to buy the other four units, which will be placed under FA.

Name of Bidder: _____ Designation: _____

Telephone No _____ Email Address: _____

Company Name: _____

Company Address: _____

Authorized Signature: _____ Company Stamp: _____

Date: _____