



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 16th May 2023
REQUEST FOR QUOTATION: [No. RFQ/CAI/039/2023]

Surveys services for:

LOT A: Monitoring Cash Based Interventions in Egypt – for UNHCR Egypt

LOT B HAUS survey/public opinion research and similar services

QUOTATION TO BE RECEIVED BY: 22 May 2023 by 11:00 AM.

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 establish frame agreements for the period of 2+1 years for the provision of Surveys for two the following to LOTS:

LOT A: Monitoring Cash Based Interventions in Egypt – for UNHCR Egypt

LOT B: HAUS survey/public opinion research and similar services

The required full TOR's per attached Annex A.

Find attached ToR 's as (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 ToR documents

Annex B: Technical Proposal and technical evaluation criteria

Annex C: Financial Proposal

Annex D: UN Supplier Code of Conduct

Annex E: Vendor Registration Form (June 2018 version)

Annex F: UNHCR General Terms and Conditions for Goods and services (July 2018 version)

2.0 Technical and Financial evaluation:

For the award of the Frame Agreements, UNHCR has established evaluation criteria which govern the selection of proposals received. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

The **Technical proposal** will be evaluated using inter alia the following criteria and percentage distribution: **70%** of the total score, as detailed in annex B

Financial proposal will be evaluated using inter-alia the following criteria and percentage distribution: 30 % from a total score of 300 points.

The cut-off points for submissions to be considered technically compliant will be **400 points of the total available technical score (700 points)**.

IMPORTANT: The Financial proposal will only be opened for evaluation if the supplier's technical part of the proposal has scored the min obtainable marks by UNHCR's technical evaluation team and has complied with all pass/fail requirements.

The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms. All other price proposals will receive points in inverse proportion to the lowest price; e.g., [total Price Component] x [US\$ lowest] \ [US\$ other] = points for other supplier's Price Component.

For evaluation purposes only, the proposals submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

Each LOT will be evaluated and awarded separately.

2. RFQ Submission

We would appreciate receiving your quotation **on or before 22 May 2023 @ 11:00 AM**. The quotations must be accompanied with the below mentioned documents.

1. Company registration certificate
2. Acceptance of UNHCR general conditions for provision of Goods and Services (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/039/2023 for the provision of Surveys in Egypt.

- 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 or on: 22 May 2023 @ 11:00Am.

The standard payment terms of UNHCR are net **90** 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