

**UNHCR**United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés**DATE: 19 May 2023****REQUEST FOR QUOTATION: [No. RFQ/CAI/040/2023]****Networking services at the backyard of the Main building****QUOTATION TO BE RECEIVED BY: Tuesday 23 May 2023 by 10:00 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 install network points at the backyard of UNHCR main building in 6<sup>th</sup> October city. The detailed TORs as per attached **Annex A** and **Annex B**.

Your offer shall be prepared in English and / or Arabic. In case of error in the total, UNIT price will be considered for calculation.

For the Technical evaluation criteria, please note carefully **section 1.5 in Annex A**.

**Non-Mandatory, highly recommended** site visit is facilitated as per the following schedule, bidders whom did not participate in the visit may submit valid offers.

Day	Schedule	OR	Day	Schedule
Sunday 21 May 2023	From 10:00 am to 12:00 pm.		Monday 22 May 2023	From 10:00 am to 12:00 pm.

Please submit your offer in an **itemized bill of quantity format**. 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 B.

- Offer: To be conducted according the attached “quantity number sheet” Annex B in an itemized bill of quantity format.
- Currency: EGP and/or USD
- Unit Cost: without tax + the percentage of applicable VAT/Taxes
- Labor fees in separate line.
- Cost of all services all inclusive: EGP/USD

The following annexes form integral part of this request for quotation:

*Annex A: TOR*

*Annex B: Quantity sheet*

*Annex C: Vendor Registration Form (June 2018 version)*

*Annex D: UNHCR General Terms and Conditions for Goods and services*

*Annex E: UN Supplier Code of Conduct*

## **2. RFQ Submission**

We would appreciate receiving your quotation on or before 23 May 2023 @ 10:00 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.
5. All documents mentioned and required as per Annex A, part 1.5

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 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/040/2023 Networking work at the backyard of the 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: 23 May 2023 10:00 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 D and UN Supplier Code of Conduct Annex E, which applies for all UNHCR procurement.

Thank you for your kind attention.

Asmaa Boukhait

Supply Officer  
UNHCR Egypt Office