

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés**DATE: 27th May 2023****REQUEST FOR QUOTATION: [No. RFQ/CAI/045/2023]**Frame Agreement for Supplying of Blankets, Mattresses, Floor mats – for UNHCR Egypt**QUOTATION TO BE RECEIVED BY: 30th May 2023 by 11:59 HRS Cairo time.****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 have a frame agreement for the supply of Blankets, Mattresses, Floor mats, for 6 months. The required full TORs per attached Annex A.

Find below a detailed ToR 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 – Part A: Price Proposal Form

Annex A – Part B: ToR and Specs

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 **30th May 2023 by 11:59 HRS Cairo time**. 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/037/2023 –Supplying for Blankets, Mattresses, Floor mats.
- 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 30th May 2023 by 11:59 HRS Cairo time.

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
REQUEST FOR QUOTATION: No. RFQ/CAI/045/2023**

QUOTATION TO BE RECEIVED before: 30th May 2023 by 11:59 HRS Cairo time.

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/N	Item description	UoM	QTY	Unit Price / Unit	VAT/ Taxes	Total all inclusive	Remarks
1	Blankets (without UNHCR Logo)		15000				
	Blankets (With UNHCR Logo printed)		15000				
	Blankets (With UNHCR Logo Stitched)		15000				Logo to be provided
	Delivery of Blankets to Aswan (Qoustel – Abu simbel – Argeen)						
2	Mattresses (without UNHCR Logo)		5000				
	Mattresses (With UNHCR Logo printed)		5000				
	Mattresses (With UNHCR Logo Stitched)		5000				Logo to be provided
	Delivery of Mattresses to Aswan (Qoustel – Abu simbel – Argeen)						
3	Floor mats (without UNHCR Logo)		5000				
	Floor Mats (With UNHCR Logo printed)		5000				
	Floor Mats (With UNHCR Logo Stitched)		5000				Logo to be provided
	Delivery of Floor mats to Aswan (Qoustel – Abu simbel – Argeen)						
	Any other charges						
Grand Total:							

Note: All the items required to be sourced locally and should be delivered within 1 week after the issuance of the 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 Terms of Reference (TOR) and Specs

Frame Agreement for Supplying of Blankets, Mattresses, Floor mats – for UNHCR Egypt

UNHCR wishes to have a frame agreement for 6 months for the provision of Supplying Blankets, Mattresses, Floor mats.

Note: upon agreement, first PO is immediate delivery of required items/quantity.

Scope of the required services under regular circumstances:

1) Technical Specs

- Blankets
Blanket, 800 grams in weight, size 220 * 240 cm, made of 100% polyester
- Mattress
Sponge mattress, density 30, size 90*190*15cm
- Floor Matt
a mat made of environmentally friendly braided plastic, reinforcement on all edges, thickness not less than 5mm, fire resistant.

- 2) Frame Agreement: The total duration is 6 months, noting that the first PO will be immediate delivery. With 5000 blankets, 1000 mattress and 1000 Floor Matt
- 3) The possibility of printing the UNHCR logo on the items, or receiving the logo from the organization and stitch it on each item