

DATE: 19 June 2023
REQUEST FOR QUOTATION: [No. RFQ/CAI/050/2023]

Generator Maintenance

QUOTATION TO BE RECEIVED BY: 25 June 2023 by 24:00 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 establish a Frame Agreement for the service of the Generator Maintenance , based on a duration of 3+1+1 years

Technical Specifications

As per the attached TOR data on 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.

- 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: Price proposal Form

Annex B: Vendor registration form

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 **25 June 2023 by 24:00 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.

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/050/2023 for **Generator Maintenance**

- 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-Terms of Reference

A. Scope of Services

At least one visit per quarter for each location which should include the following services tasks::

- A- Check the engine overall condition.
- B- Check the engine cooling circuit and fill the cooling water (green water).
- C- Check the engine fuel circuit and the fuel filter.
- D- Check the engine air induction and exhaust circuits and the air filter.
- E- Check the lubricating oil filter. F- Check the lubricating oil.
- G- Check the engine safety abort switch control and replace the switch.
- H- Check engine battery and related wiring.
- I- Check the engine anti vibration springs.
- J- Check the engine control panel.
- K- Check the engine starting system.
- L- Check the generator's Automatic Transfer Switch belong to the UNHCR.
- M- Check the generator sequence of operation.
- N- Lubricant (oil), and all filters (fuel, Air & oil) should be changed each 6 months or 200 Hrs whatever comes first
- O- Cooling Water should be filled up periodically and totally changed once per year.

The locations of the Generators that needs maintenance and the Descriptions:

- 1- Generator: 250KVA
Location: Main building 6 of October
Address: 17 Mekka el Mokramma st.7" district, 3 proximity, 6 October City.
- 2- Generator: 180 KVA
Location: Zamalek Office
Address: All Saints Cathedral, 5 Micheal Lotfallah St. Zamalek. Behind Marriott Zamalek hotel
- 3- Generator: 180 KVA
Location: RSD Building
Address: St. 44. Building 44A, 8 District, 2nd Proximity, 6 of October.
- 4- Generator: 150 KVA
Location: Alexandria Office.
Address: 13 Nordon, Qirdahy Street, Kafr Abdou, Alexandria, Egypt.

Note:

- Price of Lubricants and filters is included.
- It is recommended for bidders who would like to apply for the frame agreement to conduct a site visit for the four generators in Cairo & Alexandria as described in RFQ notice.

Technical Evaluation Criteria:

- Company profile.
- Previous projects of the company.

Your proposal should include:

- Annex-B Vendor registration form.

- Annex A- financial template specifying the brands of the oil and filters (fuel, Air & oil) which will be used in the regular maintenance.
- Separate price to emergency visit should be included in the financial offer.

ANNEX A part A - PRICE PROPOSAL FORM
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Frame Agreement for Generator Maintenance .

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.

Description	Quarterly Visits Fees	Emergency Visit Fees	Currency	Comments
Cairo Main Building 250 KVA				
Zamalek Building Generator: 180 KVA				
RSD Building Generator: 180 KVA				
Alexandria Building Generator: 150 KVA				
VAT				
TOTAL PRICE / QRT. (not including the ER Visit & VAT)				
TOTAL PRICE / QRT. (not including the ER Visit) + VAT				

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: _____

