

**UNHCR Representation to the Arab Republic of Egypt
and to the League of Arab States**

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DATE: 09/07/2023

REQUEST FOR QUOTATION: No. RFQ/CAI/056/23

Establishment of frame agreement for the local transportation services

QUOTATION TO BE RECEIVED BY: 15 July 2023

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly, requests your price quotation for Local transportation services from UNHCR warehouses to the different locations as indicated in the attached financial offer.

1. REQUIREMENT

Type of services deliverables: Establishment of frame agreement for the local transportation services.

- Loading locations: As indicated in the Annex A- financial offer.
- Offer validity period: 45 days.
- Frame agreement period: 1 year
- Company registration documents with the Government of Egypt.
- Submit copy of your company's Tax registration certificate (VAT).
- Proof that your company was established and has been selling similar services for 3 or more years prior to the closing date of this Request for Quotation.
- Cost of the services all inclusive and the loading and off-loading process.
- Unit Cost should be without tax + the percentage of the applicable VAT/Taxes.

Please include the following information in your quote:

- Filled in, signed and stamped financial offer form (Annex A).
- Filled in, signed and stamped Vender Registration Form (Annex B).
- Acceptance, by signing and stamping, UNHCR's General Conditions for the provision of Goods and Services (Annex C) and UN Supplier Code of Conduct (Annex D).
- Currency of your offer should be USD.

2. RFQ SUBMISSION

Your quotation must be submitted by **15 July 2023 23:59 Hrs. Egypt time** by e-mail in PDF format to. arecasup@unhcr.org & alkanane@unhcr.org (please make sure to copy the two mails while applying for the RFQ)

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **20 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/056/23**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

3. VENDORS ON UN, UNGM, EU SANCTION LIST:

Companies/vendors who are currently on the list of ineligible (blacklisted) vendors in any of the above sanction lists need not submit offers/proposals against any of UNHCR's Request for Proposals or Invitation to Bid or Request for Quotation as they will not be accepted but disqualified outright. We advise companies/vendors in such lists not to waste their time and that of UNHCR by submitting any offers/proposals.

4. ZERO TOLERANCE POLICY:

Please note that UNHCR strictly adheres to a zero-tolerance policy and as such, advises its Suppliers not to offer any gifts, favor, hospitality, commission, etc. to UNHCR Staff. Any Supplier found to be offering gifts, favor, hospitality, commission, etc. to UNHCR Staff will be placed on United Nations-sanctioned list and UNHCR will not do business with them anymore.

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.

LATE SUBMISSION OF BIDS: Bids received after the deadline for submission of bids and bids transmitted in any other manner than those indicated above may not be considered.

BID ACCEPTANCE: UNHCR reserves the right to accept the whole or part of your bid. The lowest tender needs not to be accepted.

BID VALIDITY: You are requested to hold your proposal valid for **45 days** from the deadline for submission. UNHCR will make its best effort to select a firm within this period.



PAYMENT: Payment will be made within 30 days of receipt of the invoice at UNHCR Office in Cairo following the satisfactory delivery of services. UNHCR does not undertake to pay by letters of credit or in advance of delivery.

Thank you for your kind attention.

PP

Asmaa Boukhait

Supply Officer

UNHCR Egypt Office