

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

DATE: 12 July 2023

REQUEST FOR QUOTATION: [No. RFQ/CAI/058/2023]

FOR THE SUPPLY AND DELIVERY OF  
IT SUPPLIES: DESKTOP, LAPTOP, PROJECTOR AND PHOTOCOPIER  
FOR UNHCR EGYPTQUOTATION TO BE RECEIVED LATEST BY: 22 July 2023 by 23:59 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 environments, 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 invites qualified and eligible vendors, registered with the Government of Egypt, to make firm offers for the supply and delivery of IT Supplies: Desktops (Including Monitors and accessories), Laptops, Projectors and Photocopiers for UNHCR Egypt. The detailed specifications can be found in the technical offer form attached as **Annex A**:

Bidders are encouraged to submit complete offer for the following:

ITEM	UoM	QTY
Desktop including Monitor and accessories	unit	150
Windows (Usually offered as bundle with the desktop)	unit	150
Office (Usually offered as bundle with the desktop)	unit	150
Laptop	unit	6
Windows (Usually offered as bundle with the laptop)	unit	6
Office (Usually offered as bundle with the laptop)	unit	6
Projector	unit	10
Photocopier	unit	10
Delivery to Aswan		

**Special Instructions:**

- All above mentioned items should be **ORIGINAL not ASSEMBLED**.
- Cost must be **inclusive** of transportation/delivery to Aswan.
- Windows and Office software usually offered as bundle with desktops and Laptops
- Awarded supplier must check/inspect the items before dispatching them to UNHCR.
- All rejected items must be replaced by the supplier at no cost to UNHCR.
- The quantity shown may increase or decrease although it is not expected to be substantial.

A.D

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

Note: This document is not to be construed in any way as an offer to contract with your firm.

## 2. **RFQ DOCUMENTS:**

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

*Annex A: Technical & Financial Offer Form*

*Annex B: UNHCR General Terms and Conditions for Goods*

*Annex C: UN Supplier Code of Conduct*

## 3. **Your Offer:**

Please submit your Technical and Financial offer by using (**Annex A**):

- a. **Fill and complete** all required information in the Annex A.
- b. Mention **Brand** for each offered product.
- c. Submit **data and specification sheet** for each offered Item.

Your Financial Offer must cover Supply and Delivery (all-inclusive cost) to Aswan Governorate

- Currency: **EGP or USD**
- Unit Cost: without tax + the percentage of applicable VAT/Taxes
- Total Cost: all-inclusive cost

You are requested to hold your offer valid for 20 days from the deadline of submission. UNHCR will make its best effort to select a company within this period.

UNHCR' standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

## 4. **Bid Evaluation:**

- a. **Technical Evaluation (Pass/Fail):** UNHCR technical team will review submitted documents and specs with the other additional technical information and confirm that your technical offer meets UNHCR requirement. Only passing companies will be considered for the financial evaluation.
- b. **Financial Evaluation:** bids will be tabulated and compared for all participating bidders passing the Technical Evaluation stage. The contract may be awarded to the vendor(s) with the lowest priced offer passing the technical evaluation.

## 5. **RFQ Submission:**

We would appreciate receiving your quotation on/or before **22 July 2023 @ 23:59 hrs.**

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.

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:

[abdelaag@unhcr.org](mailto:abdelaag@unhcr.org); and [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/058/2023 for IT Supplies: DESKTOP, LAPTOP, PROJECTOR AND PHOTOCOPIER**

- 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.

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 B and UN Supplier Code of Conduct Annex C, which applies for all UNHCR procurement.

**Thank you for your kind attention.**

  
Asmaa Boukhait  
Supply Officer  
UNHCR Egypt Office

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent data collection procedures and the use of advanced analytical techniques to derive meaningful insights from the data.

3. The third part of the document focuses on the role of technology in data management and analysis. It discusses how modern software solutions can streamline data collection, storage, and analysis processes, thereby improving efficiency and accuracy.

4. The fourth part of the document addresses the challenges associated with data management, such as data quality, security, and privacy. It provides strategies to mitigate these risks and ensure that the data remains reliable and secure throughout its lifecycle.

5. The fifth part of the document concludes by summarizing the key findings and recommendations. It stresses the importance of a data-driven approach in decision-making and the need for continuous monitoring and improvement of data management practices.

6. The sixth part of the document discusses the future of data management and analysis, highlighting emerging trends and technologies that will shape the landscape in the coming years. It also provides a brief overview of the organization's plans for implementing these new technologies and practices.