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 EGYPT**

**QUOTATION 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; and arecasup@unhcr.org.



A.D

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
For
Supply Officer
UNHCR Egypt Office