



UNHCR

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

DATE: 03 Aug 2023
REQUEST FOR QUOTATION: [No. RFQ/CAI/063/2023]
Mobile Phones

QUOTATION TO BE RECEIVED BY: 07 Aug 2023 by 11:30 Am.

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 procure mobile phones, quantities, and technical specifications as per 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 goods/services all inclusive: EGP/USD

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

Annex A: Price proposal Form + technical specifications

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 **07 Aug 2023 by 11:30 Am.**

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

A-D

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/063/2023 for **Mobile phones**

- 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.

for
Asmaa Boukhait 
Supply Officer
UNHCR Egypt Office

ANNEX A - PRICE PROPOSAL FORM
REQUEST FOR QUOTATION: No. RFQ/CAI/063/2023

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for mobile phones.

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	QTY	Unit price excluding VAT. USD/EGP	Total Excluding VAT	Remarks
Samsung M33 or equivalent Display 6.7 – Super AMOLED Plus, 120Hz Processor CPU: Snapdragon 778G 5G (6nm)- Octa Core Internal Memory: 128 GB Memory Ram: 8 GB Rear Camera: 64 MP Wide, 12 MP Ultra-wide, Macro Front Camera 32 MP Wide Nano Sim, Dual stand, MicroSDXC Android 12	170			
Iphone 14 Pro Max or equivalent Two physical sims - 1 TB	1			
Iphone 14 Pro Max or equivalent one sim - 1 TB	1			
Iphone 14 Pro Max or equivalent one sim - 500 GB	1			
Sub total				
VAT				
Grand total				

Awarding will be considered on item level, only one iphone will be procured subject to need and funds, UNHCR preference is as per listed order starting from Iphone two physical sims 1TB

Note: All the items should be delivered within 1 week after the issuance of purchase order to UNHCR Zamalek office

Name of Bidder: _____ Designation: _____

Telephone No _____ Email Address: _____

Company Name: _____

Authorized Signature: _____ Company Stamp: _____

Date: _____