

**UNHCR**United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés**DATE: 20 Aug 2023****REQUEST FOR QUOTATION: [No. RFQ/CAI/069/2023]****Network installation, configuration and testing 102 nodes – for UNHCR Egypt****QUOTATION TO BE RECEIVED BY: 24 Aug 2023 by 14:00 Hrs.****INTRODUCTION TO UNHCR**

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 21, 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 Network installation, configuration and testing of 102 nodes.

The required full specifications per attached 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: TORs*

*Annex B: UN Supplier Code of Conduct*

*Annex C: Vendor Registration Form (June 2018 version)*

*Annex D: UNHCR General Terms and Conditions for Goods and services (July 2018 version)*

**2.0 Technical and Financial evaluation:**

**Kindly send separate document(s) and/or mail for technical and financial proposals, failure to do that may result in disqualification.**

A.D

For the award of this procurement, UNHCR has established evaluation criteria which govern the selection of proposals received. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

The **Technical proposal** will be evaluated using inter alia the following criteria and percentage distribution: **60%** of the total score 60 point, as detailed in annex A

**Financial proposal** will be evaluated using inter-alia the following criteria and percentage distribution: 40 % from a total score of 40 points.

The cut-off points for submissions to be considered technically-compliant will be **40 points of the total available technical score (60 points)**.

**IMPORTANT:** The Financial proposal will only be opened for evaluation if the supplier's technical part of the proposal has scored the min obtainable marks by UNHCR's technical evaluation team and has complied with all pass/fail requirements.

The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms. All other price proposals will receive points in inverse proportion to the lowest price; e.g., [total Price Component] x [US\$ lowest] \ [US\$ other] = points for other supplier's Price Component.

For evaluation purposes only, the proposals submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

## **2. RFQ Submission**

We would appreciate receiving your quotation **on or before 24 Aug 2023 @ 14:00 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 and Services (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](mailto: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:

- **Kindly send separate document(s) and/or mail for technical and financial proposals, , failure to do that may result in disqualification.**
- RFQ/CAI/069/2023 Network installation, configuration and testing 102 nodes.
- 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.

**QUOTATION TO BE RECEIVED before or on: 24 Aug 2023 @ 14:00 Hrs.**

The standard payment terms of UNHCR are net **90** 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