

DATE: 24 October 2023

REQUEST FOR QUOTATION: [\[No. RFQ/CAI/087/2023\]](#)

FOR THE ESTABLISHMENT OF FRAME AGREEMENT FOR THE SUPPLY AND DELIVERY
OF 100,000 Pillows.

QUOTATION TO BE RECEIVED LATEST BY: 06 November 2023 by 12:00PM (local time).

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:

The Office of the United Nations High Commissioner for Refugees (UNHCR), Egypt, invites qualified bidders duly registered with the Government of Egypt to make a firm offer for the establishment of Frame Agreement (s) for the supply and delivery of Pillows.

IMPORTANT: Exact Scope of Work and Technical Specifications of the required Pitt are detailed in (**Annex A**) of this document.

UNHCR may award Frame Agreement(s) with an initial duration of One (1) year, potentially extendable for a further period of one (1) year. **The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement.**

The estimated requirement for the 1 (+1) year Frame Agreement is 100,000.00 Pillows.

IMPORTANT:

The above figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will require the totality of the above quantity. Quantities may vary and will depend on the actual requirements and funds available regulated by the issuance of individual Purchase Orders against the Frame Agreement.

2. Requests for clarifications

Bidders are required to submit any request for clarifications in respect of this RFQ by e-mail to arecasup@unhcr.org. The deadline for receipt of questions is **31 Oct. 2023 at 12:00 pm** HRS. Bidders are requested to keep all questions concise. UNHCR will copy any reply to a question to all other invited suppliers.

All the emails sent requesting clarification MUST have the following subject otherwise UNHCR reserves the right NOT TO REPLY.

EMAIL SUBJECT: HCR/CAI/087/2023 - Query

The technical component of the submission will be evaluated using the criteria PASS or FAIL by using the exact same structure as outlined in (Annex A),

IMPORTANT:

All bidders are requested to submit SAMPLES for the Pillow before the deadline to the address outlined below:

Company name:

Address:

Focal point name:

Mobile No.:

Email address:

Sample to be delivered to UNHCR office as follows:

4 Umara Al-Yamani St - Zamalek "UNHCR Office, Behind Marriot Hotel

Special Instructions:

- Cost must be inclusive of transportation/delivery and VAT/TAXES.
- Awarded supplier must check/inspect the items before dispatching them to destination.
- 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.
- Currency: **EGP or USD**

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.

3. RFQ DOCUMENTS:

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

Annex A: stamped Technical Specs for the required item.

*Annex B: Technical and Financial Offer Form (for bidder's input), **please make sure to use this form as a Financial Offer.***

Annex C: UNHCR General Terms and Conditions for Goods

Annex D: UN Supplier Code of Conduct

4. Your Offer:

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

- a. **Fill and complete** all required information in the Annex B.
- b. Submit **photos** for the offered product.
- c. Submit **data and specification sheet** for the offered product if any.

Your Financial Offer must cover Supply and Delivery (all-inclusive cost) to all required destination mentioned in the Annex B.

You are requested to hold your offer valid for 45 days from the deadline of submission. UNHCR will make its best effort to select a company within this period.

The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods and acceptance thereof by UNHCR.

The cost of preparing a bid and of negotiating a contract, including any related travel is not reimbursable nor can it be included as a direct cost of the assignment.

5. Bid Evaluation:

- a. **Technical Evaluation (Pass/Fail):** UNHCR technical team will review submitted Samples 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.

6. RFQ Submission:

We would appreciate receiving your quotation on/or before **06 November 2023 @ 12:00PM (local time)**.

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: 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/087/2023 for Pillow.](#)

- 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.

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.

Asmaa Boukhait



Supply Officer
UNHCR Egypt Office