

DATE: 15 October 2023

REQUEST FOR QUOTATION: [No. CAI/080/2023]

**FOR THE SUPPLY, INSTALLATION AND ASSEMBLY OF ONE (1) RUBHALL  
(PREFABRICATED WAREHOUSES 10 X 24 METER) AT THE BACKYARD OF UNHCR MAIN  
BUILDING IN 6TH OCTOBER CITY**

**QUOTATION TO BE SUBMITTED ON OR BEFORE: 19 October 2023 at 02:00 PM (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:**

UNHCR Egypt Office invites qualified and eligible vendors, registered with the Government of Egypt, to make firm offers for the supply, installation and assembly of one (1) RubHall (prefabricated warehouses 10x24 meter) in the backyard area of UNHCR main building in 6<sup>th</sup> October city. The detailed specifications as per attached **Annex A** and **Annex B**.

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

#### **Special Instructions:**

- The Rub Hall will be provided by UNHCR. The Contractor will be responsible only for the installation services as indicated in the attached Annex A (BoQ).
- Cost must be all-inclusive to UNHCR main office in 06<sup>th</sup> October.
- All rejected items/works must be replaced by the contractor at no cost to UNHCR.
- The quantity shown may increase or decrease although it is not expected to be substantial.
- Bidders are requested to submit complete offers for all the parts indicated in the BoQ from 1 to 11.
- Awarded bidder should be capable to start installation/assembly after one (1) day from receiving UNHCR purchase order.
- Currency: USD

### **2. RFQ DOCUMENTS:**

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

*Annex A: BoQ and Financial Offer Form*

*Annex B: Data sheet- Assembly guide of the Rub Hall.*

*Annex C: UN Supplier Code of Conduct.*

*Annex D: UNHCR General Terms and Conditions for Goods and Services (July – 2018)*

**3. YOUR OFFER SHOULD INCLUDED THE FOLLOWING DOCUEMANT ONLY:**

- A- Signed and stamped Annex A BoQ, and financial offer *(please make sure to use the same template as a Financial Offer)*.
- B- Signed and stamped Annex B, Datasheet- Assembly guide.
- C- Signed and stamped Annex C, UN Supplier Code of Conduct.
- D- Signed and stamped Annex D, UNHCR General Terms and Conditions for Goods and Services (July – 2018).

**4. RFQ SUBMISSION:**

Quotation to be submitted on or before **19<sup>th</sup> October 2023 @ 02:00 PM.**

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 as indicated in the Annex A in USD or EGP.

Your offer/quotation must be duly **signed, stamped, dated** and 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). **DO NOT SEND YOUR OFFER/QUOTATION TO ANY OTHER EMAIL ADDRESS. OFFERS SENT TO ANY OTHER EMAIL ADDRESS WILL BE DISQUALIFIED.**

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/080/2023 for supply, installation, and assembly of one (1) Rub Hall at Backyard area, (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 UNHCR standard payment terms.

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.

**Thank you for your kind attention.**

Asmaa Boukhait

Supply Officer  
UNHCR Egypt Office

