

DATE: 08 November 2023

REQUEST FOR QUOTATION: [No. RFQ/CAI/090/2023]

**FOR THE ESTABLISHMENT OF FRAME AGREEMENT FOR THE PROVISION OF  
SHUTTLE SERVICES FOR THE DURATION OF 2 YEARS (1+1)**

**QUOTATION TO BE RECEIVED LATEST BY: 21 November 2023 by 12:00PM (local time).**

**آخر موعد لاستقبال العروض هو 21 نوفمبر 2023 حتى الساعة 12:00 ظهرا**

## 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 coordinate 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 provision of Shuttle services.

مكتب المفوضية السامية للأمم المتحدة لشؤون اللاجئين في مصر يدعو الشركات المؤهلة و المرخص لها بالعمل داخل جمهورية مصر العربية لإبرام اتفاقيات لتوفير خدمات النقل

### **IMPORTANT:**

*Exact Scope of Work and TOR. are detailed in (Annex A) of this document.*

**UNHCR may award Frame Agreement(s) with an initial duration of (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.**

ترغب المفوضية السامية للأمم المتحدة لشؤون اللاجئين في مصر بعمل اتفاقية بمدته اوليه(1) سنة, قابله للتجديد لمدته سنة اخرى, سينطلب من مقدمي العروض الفائزين الحفاظ على الأسعار المقدمه طوال مدة الاتفاقية.

**نطاق و متطلبات العمل بالتفصيل في الملحق أ- (Annex A)**

## 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](mailto:arecasup@unhcr.org). The deadline for receipt of questions is **16 November 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.

يجب على مقدمين العروض تقديم اي اسئله او استفسارات بخصوص الموضوع على الايميل [arecasup@unhcr.org](mailto:arecasup@unhcr.org). عنوان الايميل الخاص بأي استفسار الموعد النهائي لاستقبال اي استفسارات هو 16 نوفمبر 2023. يجب ان يكون موضوع -عنوان الايميل الخاص بأي استفسار كما يلي :

**EMAIL SUBJECT: HCR/CAI/090/2023 – 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),

### **Special Instructions:**

- The cost must be inclusive of transportation/delivery, and VAT/TAXES.
- Awarded supplier must check/ inspect the cars before dispatching them to destination.
- The quantity shown may increase or decrease although it is not expected to be substantial. يمكن للاحتياجات المتوقعة و المشار اليها ان تزيد او تقل حسب احتياج المفوضيه و هي ليست ثابتة.
- The drivers must possess a valid driving license for the relevant vehicle type, a copy of the appropriate license for each driver must be submitted to UNHCR for its records.
- Drivers: The Company must provide drivers on the rented vehicles who have relevant certificate/credentials, and had their files gone through background checks.
- Currency: **EGP or USD**

تقبل المفوضية السامية للأمم المتحدة لشؤون اللاجئين من الشركات تقديم عروض الاسعار بالدولار الامريكي او الجنيه المصري حسب رغبتهم، على ان يتم الدفع بالطريقة المشار اليها في عرض السعر الفانز

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

## 3. 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, data and specification for the cars.

برجاء ارسال العرض المالي لشركتك باستخدام الملحق (ب) موقع و مختوم

Your Financial Offer must cover all charges (all-inclusive cost) to all required destination mentioned in the Annex A.

You are requested to hold your offer valid for 60 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.

## The Estimated requirements Per Month:

الاحتياجات الشهرية المتوقعه

- Light vehicle (sedan)
- Light vehicle (4x4/SUV)
- Minibus-Hi Ace
- Coaster bus
- Big Bus (48 seat)

#### 4. RFQ DOCUMENTS:

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

**Annex A: Technical TOR. to be stamped.**

**Annex B: Financial Form .to be stamped.**

**Annex C: UN Supplier Code of Conduct .to be stamped.**

**Annex D: UNHCR General Terms and Conditions for Goods to be stamped.**

ملاحظه : تشكل الملحقات السابقه جزءا لا يتجزأ من طلب عرض

#### 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.

#### 5. Bid Evaluation:

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

#### Evaluation

Evaluation criteria	Evaluated:
Copy business License/Registration provided. It's mandatory to submit a minimum of 4 coaster +1 Sedan, additional licenses will be appreciated/considered.	Pass / Fail
Copies of proposed drivers` licenses	Pass / Fail
Number of buses, models and their age/mileage stated demonstrate capacity to provide the services, pictures attached	Pass / Fail
Evidence of a commercial bank account provided in Annex E – Vendor Registration Form	Pass / Fail
3 references from international clients in the past 3 years, with a satisfactory performance level	Pass / Fail

*UNHCR may contact you for a visit during the course of evaluation with the purpose of verifying the information shared in your technical proposal.*

## 6. RFQ Submission:

We would appreciate receiving your quotation on/or before.

**21 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](mailto: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:

برجاء عند تقديم العروض و المستندات الخاصة بالمنافسة الالتزام بتحديد العنوان كما يلي :

**RFQ/CAI/090/2023 for Shuttle services**

- 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 B and UN Supplier Code of Conduct Annex C, which applies for all UNHCR procurement.

Thank you for your kind attention.

Asmaa Boukhait



Supply Officer  
UNHCR Egypt Office