

DATE: 12 November 2023

REQUEST FOR QUOTATION: [No. RFQ/CAI/095/2023]

FOR THE SUPPLY AND DELIVERY OF Rub Hall Office Furniture

QUOTATION TO BE RECEIVED LATEST BY: 19 November 2023 by 12:00PM (local time).

آخر موعد لاستقبال العروض هو 19 نوفمبر 2023

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 supply and delivery of Office Furniture .

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

The required quantities as follows:

	ITEM	TOTAL NEED
1	Telephone lockers	30
2	Office Chairs	30
3	Indoor desk	27
4	Waiting Chairs (in-office)	90
5	Metal drawers	8
6	Drawers	26
7	Fans	10
8	Mist Fans	20
9	Dessert AC	20
10	Steel Benches	120

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.

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 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**
- **Supplier is required to quote the transportation of the items to UNHCR main office at 6th of October City**

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.

2. RFQ DOCUMENTS:

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

Annex A: TECHNICAL SPECIFICATIONS FOR THE ITEMS

Annex B: Financial Form

Annex C: UNHCR General Terms and Conditions for Goods

Annex D: UN Supplier Code of Conduct

3. Your Offer:

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

- a. Sign and stamp Annex A.
- b. Sign and stamp Annex B *Financial Form*
- c. Indicate the cost of delivery for as clarified in Annex B.
- d. The supplier must provide the pictures/ specification and or data sheet for the items.

You are requested to hold your offer valid for 30 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.

4. 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

- 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.

5. RFQ Submission:

We would appreciate receiving your quotation on/or before **19 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:

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

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- 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



