

**UNHCR**United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés**DATE: 9<sup>th</sup> June 2024****REQUEST FOR QUOTATION: [No. RFQ / CAI/ 015 / 2024]****Staff transportation and Shuttle services – for UNHCR Egypt****QUOTATION TO BE RECEIVED BY: 22 June by 12:59 pm.****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 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 establish frame agreement for the period of 1+1 years for the provision of Transportation and shuttle services for the staff, in Cairo and Aswan Governorates.

UNHCR Egypt Office invites qualified and eligible vendors, registered with the Government of Egypt, to make firm offers for the provision of transportation services in Cairo and Aswan governorates, for UNHCR Egypt Staff. The detailed specifications can be found in the TORs attached as **Annex A and Annex B**.

Bidders are encouraged to submit complete offer per lot. Supplier can be selected for both lots or one lot only depending on their offers.

LOTS	
LOT 1 – Transportation within Cairo	
Light Vehicle (Sedan)	
Light Vehicle (4x4 / SUV)	
Mini Bus – Hi Ace	
Coaster bus	
Big bus (48 seat)	
LOT 2 – Transportation In Aswan Governorate	
Light Vehicle (4x4 / SUV)	
Mini bus / Hi-Ace	

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.

Currency: EGP and/or USD.

The offer is valid for a period of **90 days** from the closing date of the RFQ, and it shall remain binding upon the bidder and may be accepted at any time before the expiration of the period.

## **2. Bid Evaluation:**

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

1. **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.
  - **Kindly refer to Annex C for the forms that needs to be submitted for the technical evaluation.**
2. **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.

## **2. RFQ Submission**

We would appreciate receiving your quotation **on/ or before 22 June @ 12:59 pm.**

The quotations must be accompanied with the documents mentioned in the **Annex C** for the technical evaluation.

The bidder acknowledgment of the following Annexes forms an integral part of this request for quotation:

- Annex A - TORs for Cairo Governorate
- Annex B - TORs for Aswan Governorate
- Annex C - Checklist of required technical documents
- Annex D - Financial offer form
- Annex E - UN Supplier Code of Conduct
- Annex F – VRF - Vendor Registration Form
- Annex G - UNHCR General Terms and Conditions for Goods and services
- Annex H - Confirmation on EU Vendor Sanctions

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:

RFQ/CAI/015/2024 for the provision of Staff transportation and Shuttle services – for UNHCR Egypt

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: 22 June @ 12:59 pm.**

The standard payment terms of UNHCR are net **30** days upon satisfactory delivery of services 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 G and UN Supplier Code of Conduct Annex E, which applies for all UNHCR procurement.

Thank you for your kind attention.

Asmaa Boukhait

Supply Officer  
UNHCR Egypt Office