

DATE: 17/11/2024

REQUEST FOR QUOTATION: No. RFQ/CAI/038/2024

FOR THE SUPPLY AND DELIVERY OF

OFFICE FURNITURE, ELECTRONIC ITEMS AND DIGNITY KITS

TO UNHCR

QUOTATION TO BE RECEIVED BY: 23 November 2024 by 23:59 Hrs.

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.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Egypt would like to invite qualified bidders to make offers for the Supply and Delivery of office furniture, Electronics and Dignity kits to UNHCR. As per the following specs:

- **Description:** Office furniture, Electronics and Dignity kits
- **Specifications:** as indicated in Annex A
- **Quantity:** as indicated in Annex B
- **Delivery Terms:** DDP Balqees office – 4 Abd El-Moneim, Ard El-Lewa, Giza, Egypt

Please find attached in **Annex A** more information about the items required (Technical specifications).

UNHCR reserves the right to procure one or more of the requested items and quantity may vary according to operational requirements.

2. REQUEST FOR CLARIFICATIONS:

Bidders are required to submit any request for clarification or any questions in respect of this RFQ by e-mail to ARECASUP@UNHCR.ORG The deadline for receipt of questions is **20 November 2024 by 10:00** Egypt time.

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 line:

Email subject: RFQ/CAI/038/24 [QUERY]

UNHCR reserves the right NOT TO REPLY to emails which have no "Query" mark in the email Subject line.

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Number of e-mails that are sent (example: 1/2, 2/2).

3. RFQ SUBMISSION:

We would appreciate receiving your quotation on or before 23/11/2024 – 23:59:00 hrs by email in PDF format **ONLY TO** arecasup@unhcr.org failing to do so may result in disqualification of your offer and marked **INVALID**.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of 20 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 Reference: RFQ/CAI/038/2024
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Your quotation must be valid as least for **60 days**. The standard payment terms of **UNHCR is net 30 days** upon satisfactory delivery and installation of goods/services and acceptance thereof by UNHCR.

If your company is already registered with UNHCR, please submit an empty Vendor Registration Form clearly indicating your UNHCR vendor ID. If not, you should complete, sign and submit the **Vendor Registration Form “Annex C”**.

Please find attached in **“Annex D” the UNHCR’s General Conditions of Contracts for the Provision of Goods**. You must clearly indicate in your quotation if you accept them.

Please find attached in **“Annex E” the UN Supplier Code of Conduct**, please note that submitting an offer is deemed as full acceptance of UN Supplier Code of Conduct.

Please find attached in **“Annex F” the “Confirmation on Vendor Sanctions”** that you should complete, sign and stamp.

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.

Offer: To be conducted via the attached financial form **Annex B – Office furniture**

- Currency: EGP and/or USD
- Unit Cost: including TAX/VAT
- Cost of all Services/Goods all inclusive: EGP/USD

4. BID ACCEPTANCE:

UNHCR reserves the right to accept the whole or part of your quotation. UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration

would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Services.

UNHCR may, at its discretion, extend the deadline for the submission of quotation, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that UNHCR is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

IMPORTANT: Your Company must be in the business for a minimum of three (3) years. Bidders in business for less than 3 years shall be disqualified.

UNHCR reserves the right not retain bid(s) submitted by a vendor that has performed poorly in the past 12 calendar months in terms of quality defaults, late deliveries and/or non-compliance with the contractual terms and conditions

5. Qualification/Evaluation Criteria:

The technical component of your offer will be evaluated using the PASS or FAIL criteria as per below:

Sr. No.	Criteria	Assessment
1	The offered goods should fully conform to the specifications given in Annex – A	Pass / Fail
2	Clear pictures for the proposed items.	Pass / Fail
3	The Company must provide proof that they have been in the business for minimum three (3) years on the tender closing date	Pass / Fail
4	Submission of company documents: License, Registration, and most recent tax certificate registration (رخصة شركة, شهادة إثبات سداد الضريبة, مستخرج من السجل التجاري (العام)	Pass / Fail
5	The supplier's mobilization and delivery time is in line with the requirement specified in Annex A (maximum 4 weeks)	Pass / Fail
6	The Vendor has submitted a signed and stamped copy of Vendor Registration Form or existing UNHCR vendor ID (Annex C)	Pass / Fail
7	The Vendor acknowledges the UNHCR General Conditions of Contract (Annex D) – a signed and stamped copy to be submitted	Pass / Fail
8	The Vendor acknowledges UN Supplier Code of Conduct (Annex E) a signed and stamped copy to be submitted	Pass / Fail
9	The Vendor has signed and stamped Annex F (Confirmation on sanction lists)	Pass / Fail

6. TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this RFQ will be made in the currency of your offer. Payment will be made in accordance with the General Conditions for the Purchase of Goods and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR focal point.

7. Zero Tolerance Policy

Please note that UNHCR strictly follows zero tolerance policy and as such, advises to its bidders not to offer any gifts, favor, hospitality, commission, etc. to UNHCR Staff. Any bidder found to be offering gifts, favor, hospitality, commission, etc. to UNHCR Staff will be placed on United Nations sanctioned list.

Thank you for your kind attention.

Asmaa Boukhait
Supply Officer - UNHCR Egypt Office

