



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 21/05/2023

REVISED REQUEST FOR QUOTATION No. RFQ/YEMSA/SUP/2023/30

Supply and Installation of Fuel Digital Monitoring System

in Aden – YEMEN

QUOTATION TO BE RECEIVED BY:

Tuesday 20/06/2023 at 23:59 hrs (11:59 PM) (Yemen time)

The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950 by the United Nations General Assembly, requests your price quotation for **the Supply and Installation of Fuel Digital Monitoring System in Aden – YEMEN** as specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

- **Type services/goods and deliverables:**
 - Supply and Installation of Fuel Digital Monitoring System in Aden – YEMEN as per BOQ, specification required in Annex A & B & C
 - All catalogues of the offered devices, equipment must be provided by all suppliers and attached it with their offer.
 - Complete proposal, List of items, specification, accessories, service to be provided by the bidder (turnkey project)
- **Location:** Yemen – Aden in the UNHCR offices, and partners offices, more details will be provided about the locations as identified in Annexes A2 & B2.
- **Duration/Frequency of Services:** the service/goods will be ordered on needs basis, as per UNHCR's request and following the contract for work and issuance of Purchase Order(s).
- **Delivery Leadtime:** To be confirmed by bidders for each phase
- **Warranty/Guarantee:**
 - Each bidder must provide Guarantee and warranties for proposed equipment and software with a minimum period of 3 years

the Fuel Digital Monitoring System in Aden – YEMEN requirements under this RFQ are detailed in the Bill of Quantity (BoQs) listed in **Annex- A1 – A2 & B1-B2** and Technical information, scope of work and specification provided in **Annex C**

Your overall quotation shall consist of:



- Technical Offer; as per all requirement detailed in the Bill of Quantity (BoQs) listed in **Annex- A1 – A2 & B1-B2** and Technical information, scope of work and specification provided in **Annex C** ,and
 - Financial Offer (as per **Annex-D** “Price Offer Form”).

2. **FINANCIAL OFFER**

Please include the following price information in your quote (without VAT):

- *Currency: USD*
- *Your financial offer under this RFQ shall be detailed in the Price Offer Form attached hereto as **Annex- D***

UNHCR is exempted from all direct taxes and customs duties. Quoted price shall be provided without VAT but the VAT amount shall be clearly separately indicated.

3. **BIDDING INFORMATION:**

- **RFQ DOCUMENTS**

The following annexes form integral part of this Request for Quotation (RFQ):

Annex A1:	Bill of Quantity Phase (1)
Annex A2:	Area of Installation Phase (1) (Genest-dispenser)
Annex B1:	Bill of Quantity Phase (2)
Annex B2:	Area of Installation Phase (2) (Genest-dispenser)
Annex C:	Scope of Work and Technical Specifications
Annex D:	Financial Offer Form
Annex E1:	E-TenderBox Supplier guidelines (English)
Annex E2:	E-TenderBox Supplier guidelines (Arabic)

IMPORTANT:

Please carefully read the e-TenderBox user manual attached as Annex-E1 & E2 for submission of your technical and financial proposals – Offers submitted in any other manner will be disqualified.

4. **Site Visit**

UNHCR will organize a supplier **site visit in the following locations**

Locations in Aden: Wednesday 14 June 2023 from 10:00 am to 12:00 noon

Locations in Kharaz: Thursday 15 June 2023 from 10:00 am to 12:00 noon

Addresses are in the Annex A2 “Area of Installation Phase (1)” & Annex B2 “Area of Installation Phase (2)”

Arrangement on the locations, please call UNHCR focal persons on their mobile # 777 261 780 & 779 080 547 on the day of the visits for both locations for more guidance on the exact locations

5. REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this RFQ by sending an e-mail to yemsasu@unhcr.org . **The deadline for receipt of questions is 23:59 hrs. local time on 16/06/2023.**

6. **Technical and Financial evaluation:**

Technical evaluation.

All valid Technical Offers from the Bidders received in response to this RFQ will be evaluated using PASS/FAIL system based on the following Eligibility & Technical Evaluation Criteria:

I. Eligibility CRITERIA	Merit "PASS / FAIL"
1. Business registration: presented a valid business registration certificate, and/or licenses (issued by the pertinent Yemeni authorities)	Non-discretionary "PASS/FAIL"

II. TECHNICAL EVALUATION CRITERIA	Merit "PASS / FAIL"
1. Conformity of the offered equipment/solution detailed in the Bill of Quantity (BoQs) listed in Annex- A1 – A2 & B1-B2 and Technical information, scope of work and specification provided in Annex C attached to this RFQ	Non-discretionary "PASS/FAIL"
2. Company's past experience: provided minimum two (2) or more signed/stamped contracts or work orders or POs for project implementation on the same tendered and required area	Non-discretionary "PASS/FAIL"
3. Bidder offered the seller's warranty covering defects liability for the supplied equipment, software and installation during minimum period of three (3) years.	Non-discretionary "PASS/FAIL"

Financial evaluation:

The financial component will be analyzed only for those suppliers whose technical offers fully met the UNHCR requirements set forth in this tender. Financial bids from the technically qualified suppliers will be evaluated based on:

- Competitiveness of the quoted prices;
- Total overall cost.

7. RFQ SUBMISSION

The proposals must bear your official letterhead, clearly identifying your company name.

Bids should be submitted by file and uploaded to e-TenderBox, the online bid registration tool of UNHCR. The e-TenderBox can be accessed via the following URL:

<http://etenderbox.unhcr.org>

In order to use e-TenderBox, registration on the website is required. This registration is exclusively for e-TenderBox and does not replace any other registration with UNHCR.



A supplier should have only one registered email account in the system. The supplier must use only that e-TenderBox account for managing its offers to UNHCR.

In case the password is forgotten, that account cannot be used anymore, and new registration is required. The e-TenderBox Registration Guide and Use Manual are available at the above URL and provided as annexes to this RFQ.

Uploaded files can be amended by the Supplier while the tender is open. The selected files for upload are submitted when the 'Save & Submit' button is clicked on. Therefore, this button must be clicked before the deadline expires. If done so, the selected files will be submitted and uploaded successfully even if the deadline expires during the file upload. It is the Supplier's responsibility to ensure that all files of the final offer are submitted by the tender expiration deadline.

Once the deadline for submission is expired, the bid will be automatically closed after which the uploaded files can be reviewed but options for additional upload and deletion of previously uploaded files are not available anymore. In order to ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline.

TENDER CLOSING DEADLINE:
Tuesday 20/06/2023 at 23:59 hrs (11:59 PM) (Yemen time)

Your quotation must be valid at least for [90] days.

5. INFORMATION FOR BIDDERS:

- Inspection may be applicable and will be advised at time of purchase and arranged by UNHCR. Inspection will be executed at the point of arrival.
- UNHCR reserves the right to cancel the PO if the supplier failed to deliver the right item.

6. TERMS OF PAYMENT

Payment will be made in accordance with the UNHCR General Conditions of Contract. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods/service and acceptance thereof by UNHCR, presentation of original invoice and acceptance by UNHCR of the goods delivered in accordance with the description of requirements as per the samples provided.

Aman Aligo,
Senior Supply Officer
UNHCR Yemen