



UNHCR

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

DATE: 05/08/2024

REQUEST FOR QUOTATION: No. HCR/IRQ/BGD/2024/SUP/RFQ/059

FOR THE PROVISION OF DISPOSAL SERVICES FOR UNHCR DAMAGED AND EXPIRED ITEMS AT THE UNHCR WAREHOUSE IN BAGHDAD AND ERBIL, IRAQ

QUOTATION TO BE RECEIVED BY: 19/08/2024 - 16:00 HRS IRAQ LOCAL TIME

The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950 by the United Nations General Assembly¹, requests your price quotation for **the provision of disposal services for UNHCR damaged and expired items at the UNHCR warehouses in Baghdad and Erbil**, as specified in this Request for Quotation (RFQ). Bidders can bid for one or both Lots of interest:

Lot 1 - Disposal Services at Baghdad, Iraq
Lot 2 - Disposal Services of Erbil, Iraq

1. REQUIREMENTS

Description: Terms of Reference (TOR) with technical requirements are detailed in Annex A.

Your offer should include the following information/documentation:

- Submission of **valid Business Registration Certificate in Waste disposal Company or General Contracting/Trading Company in IRAQ (Federal Government or Kurdistan Region)** (pass/fail requirement).
- Valid **Tax Registration Certificate** (pass/fail requirement).
- Company profile, number of clients, relevant company qualifications.
- Past relevant similar experience successfully completed in the last ten (10) years (please submit proof of contracts) (pass/fail requirement).
- Stamped, dated and signed **Vendor Registration Form (Annex C)**.
- Stamped, date and signed **UNHCR's General Conditions of Contracts for Services (Annex D)** and the stamped, dated and signed **UN Supplier Code of Conduct (Annex E)** (pass/fail requirement).
- Currency of the offer: IQD (without VAT).

Please submit your financial offer using the Financial Offer Form (Annex B).

The below mandatory criteria are essential to be considered for the second part of the technical evaluation:

¹ For further information on UNHCR, please see <http://www.unhcr.org>

- Submission of a valid Business Registration Certificate as a Waste disposal Company or General Contracting/Trading Company in IRAQ (Federal Government or Kurdistan Region of Iraq) (Pass/Fail).
- Submission of a copy of 1 Contract agreement, Purchase Order (PO) awarded and served within the past 10 years for similar service. The actual copies of POs, contracts, and work orders should relate to similar services (Pass/Fail).
- Valid Tax Registration Certificate (Pass/Fail).
- Submission of valid bank account under the Company's name (not individual) (Pass/Fail).
- Submission of signed and stamped copy of the Terms of Reference Annex A (Pass/Fail).
- Submission of signed and stamped copy of the UNHCR General Condition of Contract for Provision of Services (Annex D) (Pass/fail)
- Submission of signed and stamped copy of the UN Supplier Code of Conduct (Annex E) (Pass/fail)

Please note that UNHCR has tax and duty exemption status. UNHCR we will not be involved or responsible for facilitating the customs clearance process.

Note: this document is not construed in any way as an offer to contract with your firm.

The Financial Offer is to be signed, stamped, and submitted as per the Financial Offer Form (Annex B) in both PDF and excel version. Bids that have a different price structure may not be accepted.

BANK ACCOUNT

UNHCR will **not accept** offers from companies that have not the following requirements in the vendor registration form (Annex C):

- a) Commercial bank account
- b) Name of the company has to match with the bank account

REQUESTS FOR CLARIFICATION:

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to: IRQBASUP@UNHCR.ORG, CC: NSSEF@UNHCR.ORG, by **12th August 2024 at 16:00 HRS Iraq Local Time**.

Bidders are requested to keep all questions concise. UNHCR will compile the questions received. UNHCR will copy any reply to a particular question to all other invited bidders at once.

UNHCR will organizing an optional site visit **on 12th August 2024 at 11:00 hrs. Iraq Local Time**. Bidders shall send the company engineers to the visit and confirm their attendance by email to IRQBASUP@UNHCR.ORG, CC: NSSEF@UNHCR.ORG, at least two (2) working days in advance before 07th Aug 2024. A copy of the national ID of the company's representative and engineer that will attend the visit shall be submitted along with the confirmation.

Location: UNHCR Warehouse in Awreej area, Baghdad, Iraq.

Date/Time: 12/08/2024 at 11:00 AM.

GPS coordinates (33°11'39.2"N 44°21'21.9"E).

For location information, please send an email to: alkanane@unhcr.org.

Location: UNHCR Erbil Warehouse, Gazna Road, Erbil, Iraq
Date/Time: 12/08/2024 at 11:00 AM.
GPS Coordinates: 36.2794588059205, 43.94526959016425

For location information, please send an email to: albalbis@unhcr.org

2. RFQ Submission

We would appreciate receiving your quotation on or before **19/08/2024 – 16:00 hrs. Iraq local time** by submission via online eTenderBox Tool, which can be accessed at <http://etenderbox.unhcr.org>

To submit a proposal against UNHCR tender, the bidder needs to register in eTenderbox system. Please refer to the eTenderbox user manual for bidders at Annex F: e-Tender Box Supplier user manual. You are requested to get familiar with this tool and create a login by registering your company in the system for access to the current and upcoming UNHCR tenders.

Once the login is created, the bidder will be given access to the UNHCR available tenders. Bidders can access the specific tender by clicking on the “tender reference number”, the system will then navigate to the detailed tender review page, where the separate technical and financial submissions can be done.

It is the bidder’s responsibility to upload only technical documentation under the “Technical category” and financial documentation under the “Financial category”.

Note: The official submission of the selected files for upload is done by clicking the ‘Save & Submit’ button, therefore, this button has to 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 before the tender expiration deadline. 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.

Allowed extensions for files to upload are .doc, .docx, .xls, .xlsx, .rtf, .png, .jpg, .jpeg, .pdf, .txt, .zip, .ppt, .pptx, .bmp, .rar, .gif, .tif and .tiff, however it is preferable to upload PDF files. Executable files (.exe, .bat, .cmd etc.) should not be uploaded. All files should be clearly labeled. The maximum size limit per file is 10MB.

UNHCR Iraq encourages suppliers to make their offer well in advance of the deadline to avoid last-minute technical glitches in the submission. In case of technical query regarding the eTenderBox, please send an email to the following helpdesk email address: hqsmsbid@unhcr.org .

IMPORTANT: DEADLINE TO SUBMIT YOUR BID: 19/08/2024 BY 16:00 hrs. Iraq Local time. Any bid uploaded after this date and time will be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids by notifying through eTenderbox.unhcr.org and WWW.UNGM.ORG.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration. Annexes:

- Annex A: Terms of Reference (submit a signed, and stamped copy).
 - Annex B: Financial Offer Form, (To be filled, signed, dated, and stamped)
 - Annex C: Vendor Registration Form (If your company is not already registered with UNHCR, you should complete, sign, and submit the Vendor Registration
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- Form. If your company is registered, please submit an empty Vendor Registration Form clearly indicating your supplier/vendor ID).
- Annex D: UNHCR General Conditions of Contracts for Provision of Services (submit a signed, and stamped copy).
 - Annex E: Supplier's Code of Conduct (Submit a signed and stamped copy).
 - Annex F: e-Tender Box Supplier user manual.

Your quotation must be valid as least for **90** days. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached in ANNEX D the UNHCR General Conditions of Contracts for Provision of Services. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Giorgia Anesin
Senior Supply Officer
Supply Unit
UNHCR Iraq