



UNHCR

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

DATE: 08 Sep-2024

REQUEST FOR QUOTATION: No. HCR/IRQ/COE/2024/RFQ-028

FOR THE PRINTING AND DELIVERY OF SCHOOL COURSE TEXTBOOKS TO THE MINISTRY OF EDUCATION IN KRI, IRAQ.

QUOTATION TO BE RECEIVED BY: 16 September 2024 - 15:00 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 **Printing and Delivery of School course Textbooks to the Ministry of Education (MOE) in KRI – Iraq** as specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

Description: Printing and delivery of School Course Textbooks to the Ministry of Education in KRI-Iraq. The requirements are clarified in Annex A (Terms of Reference for Printing and Delivery School Textbooks).

Quantity: The estimated quantity is outlined in Annex B (Financial Offer Form).

Delivery Location: MOE Warehouse in Erbil city, Iraq

Delivery time: maximum acceptable lead time is 30 days upon the Purchase Order (PO) issuance.

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

Currency: IQD

Cost of all items/goods:

Please note that UNHCR has tax and duty exemption status.

Your offer should include the following information/Documentation. The requirements below are considered as a mandatory criteria in the evaluation of the offer, please submit:

- 1- **Company Registration Certificate:** A copy of the certificate of incorporation (i.e., company legal registration) or equivalent document verifying legal status/capacity as the printing press. (Pass/fail).
- 2- **Experience:** The bidder is to submit two (2) approved/signed purchase orders or contracts for printing materials/books etc. (Pass/fail).
- 3- **Proof of at least 2 completed contracts/POs (UN/INGO/Govt etc.) within the last 5 years.** (Pass/fail).
- 4- **Tax Registration Certificate:** The bidder should submit a valid copy of the tax registration certificate (Pass/fail).

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

- 5- **Item samples to UNHCR Office:** The bidder must submit **by the 16th September 15:00 Iraq Local Time** up to two (2) samples of school textbooks to the UNHCR office in UNAMI. Contact person is Mr. Haval Alpishdary, contact No. +9647504406465 (Pass/fail).

Submission of sample(s) is a mandatory requirement constituting a part of the evaluation process. Failure to timely submit the sample will lead to disqualification of the offer. The samples will be examined for conformity with the requirements and technical specifications detailed in Annex A.

The sample must contain a label of marking which can clearly identify the Bidder's name and the tender reference number HCR/IRQ/COE/2024/RFQ-028.

Each Sample must accompany two (2) copies of delivery note on the letter headed paper of the Bidder, of which one copy will be returned as receipt confirmation to the Bidder after signature of the UNHCR staff responsible for receiving the samples and another copy will be kept with UNHCR for records and future reference.

NOTE: Samples shall be provided free of charge with no guarantee that they will be returned by UNHCR unless the vendor agrees to take them back "as-is" and pays for their return, if applicable. UNHCR shall give no guarantee as to the condition of the samples upon completion of testing and the follow-on technical evaluation process.

- 6- **Bank account under the Company's name:** Submission of company business bank account "*under the Company's name*" issued by Bank in IQD (Pass/fail).
- 7- **Compliance and acceptance of the requirements and technical specifications:** Submission of signed and stamped copy of Annex A (Pass/fail).
- 8- **Vendor Registration Form:** Submission of signed and stamped copy of the UNHCR's Vendor Registration Form (Annex C) (Pass/fail).
- 9- **UN Supplier's Code of Conduct:** Submission of a signed, dated and stamped copy of the UN Supplier's Code of Conduct (Annex D) (Pass/fail).
- 10- **General Conditions of Contract - Goods and Services:** Submission of signed, stamped and dated copy of the UNHCR's General Conditions of Contract For the Provision of Goods and Services (Annex E) (Pass/fail).

Please submit your financial offer using the signed and stamped Financial Offer Form (Annex - B). The quote should include only the price of printing and delivery of the books on pallets excluding (VAT). Submit your offer in (IQD) Iraqi Dinar Currency Only.

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) The name of the company must match 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: IRQERPROC@UNHCR.ORG Cc: ALPISHDA@UNHCR.ORG, by **11 September 2024 at 14:00 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.

2. RFQ Submission

We would appreciate receiving your quotation on or before **16th of September 2024 at 15:00 HRS (IRAQ LOCAL TIME)** by submission online via eTenderBox Tool, which can be accessed at <http://etenderbox.unhcr.org>.

To submit a proposal against UNHCR tender, the bidder needs to register in the **eTender box system**. Please refer to the eTender box 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 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: hgsmsbid@unhcr.org

IMPORTANT: The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification.

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 for Printing School Textbooks.
- Annex B: Financial Offer Form (*signed, stamped, and dated*).
- Annex C: Vendor Registration Form (*to be filled in, stamped, dated and signed. If already UNHCR vendor, please indicate the vendor ID*).
- Annex D: UN Supplier Code of Conduct (*signed, stamped, and dated*).
- Annex E: General Conditions of Contract - Goods and Services. (*signed, stamped, and dated*)
- Annex F: e-Tender Box Supplier user manual.

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



Please find attached in Annex E, the UNHCR's General Conditions of Contract - Goods and Services. You must indicate in your quotation if you accept them.

Thank you for your kind attention.

Giorgia Anesin
Senior Supply Officer
Supply Unit
UNHCR Iraq
