



# UNHCR

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

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**DATE: 20/10/2024**

**REQUEST FOR QUOTATION: HCR/IRQ/BGD/2024/SUP/RFQ/098**

**SUPPLY AND DELIVERY OF VEHICLE SPARE PARTS AND TOOLS FOR UNHCR OFFICES IN BAGHDAD**

**QUOTATION TO BE RECEIVED BY: 30/10/2024 23:59 AT HRS IRAQ TIME**

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The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950, by the United Nations General Assembly<sup>1</sup>, requests your price quotation for the **Supply and Delivery of Vehicle Spare Parts and Tools for UNHCR Office in Baghdad** as specified in this Request for Quotation (RFQ).

## **1. REQUIREMENTS**

- Description: The Supply and Delivery of Vehicle Spare Parts and Tools for UNHCR Office in Baghdad.
- Delivery Location: DDP UNHCR Office in UNAMI Compound, International Zone, Baghdad, Iraq.
- Offer Validity: 90 Days
- Delivery time: Maximum 30 days upon purchase order (PO) issuance.

**Annex A** provides about the technical specifications and quantities of the required goods.

**Your offer should include the following information/documentation:**

- A valid **Business Registration Certificate** issued by the government of Iraq (Federal Government or Kurdistan Region) as a General Trading/Contracting or Vehicle Sales/Maintenance (**PASS/FAIL**).
- A valid **Tax Certificate/Clearance** (**PASS/FAIL**).
- Submission of **catalogue of the offered items** (**PASS/FAIL**) **with confirmation letter** that the offered items are genuine Toyota spare parts (**PASS/FAIL**).
- Stamped, dated, and signed **Financial Offer form** (Annex B).
- Stamped, dated, and signed UNHCR General Conditions for the Provision of Goods (Annex C) (**PASS/FAIL**).
- Stamped, dated, and signed **UN Supplier Code of Conduct** (Annex D) (**PASS/FAIL**).
- Stamped, dated, and signed **Vendor Registration Form** (Annex E).
- Submission of valid **Vendor Registration Form** (the bank account must be under the Company's name (not individual) - **PASS/FAIL**).
- Submission of **delivery time in days** (Maximum acceptable is 30 Days upon issuance of a Purchase Order (PO) - **PASS/FAIL**).

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

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

- Currency: IQD (Iraqi Dinar).
- Unit and total cost DDP UNAMI compound in Baghdad.
- Total Cost for goods (all inclusive).
- Delivery Time (in days).

Please note that UNHCR has tax and duty exemption status. UNHCR 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 versions**. 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 E):

- 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](mailto:IRQBASUP@UNHCR.ORG), CC: [ALSAFFAI@UNHCR.ORG](mailto:ALSAFFAI@UNHCR.ORG) on or before **24/10/24 at 11:00 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 **30/10/2024 – 23:59 HRS Iraq 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 **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 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](mailto:hqsmsbid@unhcr.org)

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

**IMPORTANT: DEADLINE TO SUBMIT YOUR BID: 30/10/2024 BY 23:59 HRS Iraq 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](mailto:eTenderbox.unhcr.org) and [WWW.UNGM.ORG](http://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: Technical Specifications with quantities.

Annex B: Financial Offer Form (to be filled, signed, dated, and stamped).

Annex C: UNHCR's General Conditions of Contracts for the Provision of Goods.

Annex D: Supplier's Code of Conduct (to be acknowledged/signed, stamped, and dated).

Annex E: Vendor Registration Form (to be acknowledged/signed, stamped, and dated).

Annex F: e-Tender Box Supplier User Manual.

Your quotation must be valid at 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 C** the UNHCR's General Conditions of Contracts for the Provision of Goods. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Georgia Anesin  
Senior Supply Officer  
UNHCR Office, Iraq

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