



UNHCR

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

DATE: 08/10/2024

REQUEST FOR QUOTATION: No. HCR/IRQ/BGD/2024/SUP/RFQ/100

SUPPLY AND DELIVERY OF ICT EQUIPMENT

TO UNHCR OFFICE IN ERBIL

QUOTATION TO BE RECEIVED BY: 15/10/2024 at 15:00 HRS IRAQ 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 **SUPPLY AND DELIVERY OF ICT EQUIPMENT TO UNHCR OFFICE IN ERBIL**, specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

- Description: **SUPPLY AND DELIVERY OF ICT EQUIPMENT TO UNHCR OFFICE IN ERBIL, as per the details in the Annexes A- Financial Offer Form.**

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

Your offer should include the following information/documentation:

- Submission of valid Business Registration Certificate in IRAQ (Federal Government or Kurdistan Region)
- Valid Tax Registration Certificate
- Confirmation that the bidder is in the required business for more than three (3) years.
- Proof of Past Experience, (2) copies of Contracts or Purchase Orders to supply and delivery of ICT equipment (satisfactory) completed in the past ten (10) years.
- Signed and Stamped (Annex A) Financial Offer form.
- Stamped, date, and signed UNHCR's General Conditions for the provision of goods (Annex-B),
- Signed and Stamped UN Supplier Code of Conduct (Annex-C),
- Submission of filled, stamped, and signed Vendor Registration Form (Annex-D),

Please include the following price information in your quote (without VAT) in **Annex- A** (Financial Offer Form):

The below administrative criteria are essential to be considered for the second part of the

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

- Compliance of the items with the technical specifications published in Annex A (Pass/Fail).
- Submission of valid Business Registration Company Certificate (Pass/Fail).
- Submission of Valid Vendor Registration Form (the bank account must be under the Company's name (not individual) (Pass/Fail).
- Submission of acknowledged (Annexes B) UNHCR's General Conditions for the provision of goods, and Annex C) UN Supplier Code of Conduct (Pass/fail).

Technical Criteria for the second part of technical evaluation

- Proof of company age in the required business field, not less than 3 years.
- Submission of (2) copies of Contracts or Purchase Orders to supply and delivery of ICT equipment (satisfactory) completed in the past ten (10) years.

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

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 A**) in **both PDF and excel version**. Bids that have a different price structure may not be accepted.

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

- 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: alkanane@unhcr.org on or before 14/10/24 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 **15/10/2024 – 15:00 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-E: 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: hqsmbsbid@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: 15/10/2024 BY 15:00 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 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: Financial Offer form *(to be filled in, stamped, dated and signed)*

Annex B: UNHCR's General Conditions for the provision of goods.

Annex C: UN Supplier Code of Conduct *(to be acknowledge/signed, stamped and dated)*.

Annex D: Vendor Registration Form *(to be acknowledge/signed, stamped and dated)*

Annex E: e-Tender Box Supplier user manual.

Your quotation must be valid at least for [60] 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-B** the UNHCR's General Conditions for the provision of goods. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Giorgia Anesin
Senior Supply Officer
UNHCR Office, Iraq
8 October 2024
