



UNHCR

آژانس پناهندگان سازمان ملل متحد

DATE: 22 OCTOBER 2024

REQUEST FOR QUOTATION: RFQ- IRNTE-2024-009
FOR PROCUREMENT OF GENERATOR

QUOTATION TO BE RECEIVED BY: WEDNESDAY, 30 OCT 2024-16:00 PM

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950, by the United Nations General Assembly, requests you to quote for procurement of Generator to be installed in UNHCR offices in **Tehran** and **Shiraz**.

1. REQUIREMENTS

Description of the Goods and Services Required:

Item Description	QTY
~100kva Diesel Generator with Sound-Proof Canopy and ATS (Automatic Transfer Switches) including delivery and installation services in Shiraz	1
~150kva Diesel Generator with Sound-Proof Canopy and ATS (Automatic Transfer Switches) including delivery and installation services in Tehran	1

a. Mandatory documents to be provided:

The bidders are required to provide the blow list of documents:

- A certificate of incorporation/Registration Certificate, valid trading license, and company profile;
- Acceptance of General Conditions of UNHCR contracts for Provision of Goods, attached as per Annex B;
- Acceptance of UN Supplier Code of Conduct, attached as per Annex C;
- Completed Vendor Registration Form, attached as per Annex D;

Bidders are required to provide all mandatory documentation (as stipulated above); failure to provide complete documentation may lead to disqualification.

b. Other important notes:

- Bidder should offer the price in the financial offer table of the Annex A;
- The offered price should exclude VAT;
- The winner of the Contract will be responsible for delivery of the Generators to UNHCR office locations in Tehran and Shiraz;
- The winner of the Contract will be responsible for dismantling of the old Generators and installation of the new ones.

Your offer should clearly state whether or not the services you are offering are fully conforming to the terms of reference given. Clearly state and disclose any discrepancies with the specifications given.

Please note that UNHCR has tax and duty exemption status.

2. RFQ Submission

We would appreciate receiving your quotation on or before **Wednesday, 30 Oct 2024 at 16:00 pm** by email in PDF format at IRNTESUP@unhcr.org.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of 20 Mb so it may be necessary to send more than one e-mail for the whole submission.



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Please indicate in the e-mail subject field:

- **RFQ- IRNTE-2024-009**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Your quotation must be valid as least for 30 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:

- ANNEX A: Financial offer from;
- ANNEX B: The General Conditions of UNHCR contracts for the Provision of Goods - July 2018;
- ANNEX C: UN Supplier Code of Conduct;
- ANNEX D: Vendor Registration Form;

Please note that by submitting an offer you are deemed to have fully accepted UNHCR's General Conditions for the Provision of Goods and Services and as well as UN Supplier Code of Conduct.

UNHCR reserves the right to accept all or part of the offer or to allow a partial or partial award.
Thank you for your kind attention.

**Pattanoot Pongpanit,
Associate Supply Officer
UNHCR Iran**