



UNHCR

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

28-8-24 4:17 PM

28-8-24 4:15 PM

REQUEST FOR QUOTATION

FOR THE SUPPLY & DELIVERY OF **CLEANING & STATIONARY ITEMS**

Introduction to UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly invites, qualified suppliers to make a firm offer for the supply of items specified in this Request for Quotation (RFQ).

Section 1: Letter of Invitation

United Nations High Commissioner for Refugees, hereinafter referred to as "UNHCR" hereby invites prospective bidders to submit an offer in accordance with the General Conditions of Contracts and the Specifications as set out in this Request for Quotation (RFQ).

RFQ Documents:

- Annex A: Specifications
- Annex B: Financial Offer Form
- Annex C: UNHCR Vendor Registration Form
- Annex D: UNHCR General Conditions of Contracts for the provision of Goods and Services - 2018
- Annex E: UN Supplier Code of Conduct

Section 2. Note to Bidders

IMPORTANT:

If you are interested in submitting a bid in response to this RFQ, please log in to the UNHCR Supplier Portal, then search for the negotiation using the reference number UNHCR-RFQ-232 (see [User Guide](#) 39) and prepare your bid in accordance with the requirements and procedures as set out in this RFQ and submit it by the deadline for submission of proposals set out in this document and via the supplier portal.

Offers must be submitted through the ERP portal. In the event suppliers need to change the e-mail account in the system, it will be required to edit the focal person information and contact details in the system. Registration Guide and User Manual are available in the following link: [Supplier Portal User Manual](#).

In case you have never registered before, you can register a profile using this registration link [Supplier Registration \(oraclecloud.com\)](#) and follow the instruction in guides available in the UNHCR website: [How to become a supplier | UNHCR](#) and in the [User Guide](#). Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember your password or username from previous registration (see [User Guide](#) slide 36). Should you require further clarification, kindly

communicate using the messaging functionality in the system. If you experience issues accessing the Cloud ERP, please contact supply chain unit on email address pakissc@unhcr.org

2.1. REQUESTS FOR CLARIFICATION:

Bidders are required to submit any request for clarification in respect of this RFQ by using the messaging functionality in the system through ERP.

Any delay in UNHCR's response shall not be used or considered as a reason for extending the deadline for submission of bids, unless UNHCR determines that such an extension is necessary and communicates a new deadline to the bidders.

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.

UNHCR's General Conditions of Contracts for the Provision of Goods July 2018 attached as Annex D. You must clearly indicate in your quotation if you accept them.

UNHCR implements a ZERO tolerance on fraud and other proscribed practices and is committed to identifying and addressing all such acts and practices against UNHCR, as well as third parties involved in UNHCR. UNHCR expects its suppliers to adhere to UN Supplier Code of Conduct attached as Annex E.

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