**DATE: 18/06/2024**

**REQUEST FOR QUOTATION: No. RFQ/HCR/POL/2024/009**

**FOR THE ESTABLISHMENT OF FRAME AGREEMENT(S) FOR THE PROVSION OF PRINTING SERVICES FOR UNHCR POLAND**

**QUOTATION TO BE RECEIVED BY: 02/07/2024 14:00 HRS POLAND TIME**

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly[[1]](#footnote-2), requests your price quotation for the following goods and servicesspecified in this Request for Quotation (RFQ).

1. **REQUIREMENTS**

* Description: Printing Services
* Quantity: As per Annex A “Specification”
* Delivery point: As per Annex A Specification
* Delivery time (After receipt of order): please specify.

Find attached in ANNEX A more information about the services/ goods required specifications.

Please use Annex B “Technical Offer form” to submit your technical offer.

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

- Currency: PLN

* Unit Cost: DAP as per the above-mentioned delivery points
* Additional charge, if any (please specify):
* Total Cost for goods/services (all inclusive):

Please use Annex C “Financial Offer” to submit your financial offer.

Please note that UNHCR has tax and duty exemption status.

1. **Qualification/Evaluation Criteria**:

The technical component of your offer will be evaluated using the PASS or FAIL

criteria as per below:

|  |  |  |
| --- | --- | --- |
| # | **Criteria** | **Assessment** |
| 1 | Your offer must meet the requirements mentioned in Annex A | Pass / Fail |
| 2 | The bidder must be registered in Poland for a minimum for three (3) years as of the submission deadline of this RFQ. | Pass / Fail |
| 3 | The bidder must submit copies of the business license and commercial registration documents of the company in Poland. | Pass / Fail |
| 4 | The bidder must submit proof of the company’s VAT registration in Poland. | Pass / Fail |
| 5 | The bidder must provide a copy of a bank statement showing the bank details (excluding any financial information, UNHCR portal registration purposes) | Pass / Fail |
| 6 | The bidder must submit a signed and stamped copy of the Vendor Registration Form (Annex D) including the company’s bank details. Or provide the existing vendor ID if already registered with UNHCR. | Pass / Fail |
| 7 | The bidder must submit detailed catalogues or product brochures for each item, and confirm that the offered items meet the UNHCR requirements | Pass / Fail |
| 8 | Customer service available during standard business hours (09 am to 05 pm CET) in English | Pass / Fail |
| 9 | Quality insurance: return and cancellation policy provided, including free re-work in case of justifiable quality problems | Pass / Fail |
| 10 | Printing in local, Ukrainian and UN Languages (including English, French, Spanish, Arabic and Russian) | Pass / Fail |

1. **RFQ Submission**

We would appreciate receiving your quotation on or before 02/07/2024 **– 14:00 hrs Poland time** by e-mail in PDF and excel format to [panfilow@unhcr.org](mailto:panfilow@unhcr.org) and [khair@unhcr.org](mailto:khair@unhcr.org)

In your offer, kindly provide:

* Completed Annex B – Technical Offer
* Completed Annex C - Financial Offer to be shared, signed and stamped in PDF format and Word format
* Completed, signed and stamped Annex D - Vendor Registration Form
* Signed Annex E - General Conditions - Goods and Services
* Confirmation of registration on UNHCR ERP system as per the below instruction

Suppliers, if not done already, must be registered as a vendor with UNHCR and provide their Supplier ID as part of the submission.

To register:

• Please visit this [link](https://fa-esrv-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuId=300000009859468&_adf.ctrl-state=74316q94b_130&_afrLoop=82562997803303043&_afrWindowMode=0&_afrWindowId=null&_afrFS=16&_afrMT=screen&_afrMFW=1920&_afrMFH=929&_afrMFDW=1920&_afrMFDH=1080&_afrMFC=8&_afrMFCI=0&_afrMFM=0&_afrMFR=96&_afrMFG=0&_afrMFS=0&_afrMFO=0).

• Please follow this [link](https://www.unhcr.org/media/guidelines-unhcr-suppliers-how-use-supplier-portal) on how to register step by step.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **21 Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

* RFQ/HCR/POL/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 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 E the UNHCR’s General Conditions of Contracts for the Provision of Goods and Services 2018. You must clearly indicate in your quotation if you accept them.

Please find attached in “Annex F” the UN Supplier Code of Conduct, please note that submitting an offer is deemed as full acceptance of UN Supplier Code of Conduct.

1. **BID ACCEPTANCE:**

UNHCR reserves the right to accept the whole or part of your quotation. UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Services.

UNHCR may, at its discretion, extend the deadline for the submission of quotation, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

1. **ADDITIONAL CLAUSES**

Please note that UNHCR cannot provide exact required quantities during the FA period. However, ranges are provided for pricing purposes. These ranges do not represent a commitment that UNHCR will purchase a minimum quantity of services. Quantities may vary and will depend on the actual requirements and funds available, regulated by the issuance of individual Purchase Orders against the Frame Agreement(s).

UNHCR may award Frame Agreement(s) with initial duration of 1 year, potentially extendable for a further period of 1 (one) year additionally. The successful bidder(s) will be requested to maintain their quoted price model for the duration of agreement.

Thank you for your kind attention.

Khurram Jamil, Senior Supply Officer

Supply Department

UNHCR Poland

1. For further information on UNHCR, please see <http://www.unhcr.org> [↑](#footnote-ref-2)