



**UNHCR**

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

**DATE: 31/10/2024**

**REQUEST FOR QUOTATION No. RFQ/YEMSA/SUP/2024/56**  
**Supply & Installation of Adjustable Electrical Office Desks**

**QUOTATION TO BE RECEIVED BY:**

**Sunday 10/11/2024 @ 23:59 hrs (11:59 PM), Yemen Local 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, requests your quotation for the **Supply & Installation of Adjustable Electrical Office Desks for its operation in Northern location.**

**1. REQUIREMENTS**

- Description - Supply and Installation of adjustable electrical office desk
- Specification – Refer to Annex A
- Quantity – 30 pieces
- Price All inclusive
- INCOTERM: Delivery DDP to UNHCR Sana'a Country Office
- Warranty: Minimum of one year warranty and after sale service.
- Your offer should be prepared in English

Your overall offer shall consist of:

**1. TECHNICAL OFFER**

- Your technical offer under this RFQ shall be detailed in the Technical Offer Form attached hereto as **Annex-B**.
- The technical component of the submission will be evaluated using the criteria **PASS or FAIL for requested item** conforming to the given specification in Annex A.
- UNHCR may conduct physical inspection for offered item during the site visit.

In order to facilitate the technical evaluation process, it is essential that each bidder adheres to the following requirements:

1. **Supplier Acceptance:** Bidders to acknowledge their acceptance to deliver the items in accordance with the specifications outlined in Annex A. This should be done by signing and stamping Annex A.
2. **Offered Item Specification & Photo:** Bidders are requested to provide the specification of the offered item and to include photo of the item in **Annex B** Technical Offer Form, which show the items they are offering.
3. **Physical Inspection:** offered items should be available in the bidder's showroom or warehouse (**in one location in Sana'a**), as a site visit will be conducted at the bidder's showroom or warehouse to conduct a thorough physical evaluation of the items., to ensure that the offered item align with the offered photo and meet the specification outlined in the tender.

**3. FINANCIAL OFFER**

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

- Currency: USD
- Your financial offer under this RFQ shall be detailed in the Price Offer Form attached hereto as **Annex C**
- Delivery place: INCOTERM DDP UNHCR Country Office, Algeria Street, Sanaa

#### 4. **BIDDING INFORMATION:**

- **RFQ DOCUMENTS**

The following annexes form an integral part of this Request for Quotation (RFQ):

- Annex A: Technical Specification
- Annex B: Technical Offer Form
- Annex C: Financial Offer Form
- Annex D1: E-Tender Box Supplier guidelines (English)
- Annex D2: E-Tender Box Supplier guidelines (Arabic)

**IMPORTANT:**

Please carefully read the e-TenderBox user manual attached as Annex-G1 & G2 for submission of your technical and financial proposals – Offers submitted in any other manner may be disqualified.

#### 4. **Technical and Financial evaluation**

**Technical evaluation.**

All valid Technical Offers from the Bidders received in response to this RFQ will be evaluated using PASS/FAIL system based on the following Eligibility & Technical Evaluation Criteria:

I. Eligibility CRITERIA	Merit "PASS / FAIL"
<b>1. Business registration:</b> presented a <b>valid business registration</b> certificate, and/or licenses (issued by the pertinent Yemeni authorities) in <b>general trading, furniture, home and office tools, household equipment and related areas</b>	<b>Non-discretionary "PASS/FAIL"</b>

II. TECHNICAL EVALUATION CRITERIA	Merit "PASS / FAIL"
<b>Conformity of the offered equipment/items</b> to the given specification in Annex A, offered specification & photo in Annex B, and physical inspection in the site visit	<b>Non-discretionary "PASS/FAIL"</b>

In order to facilitate the technical evaluation process, it is essential that each bidder adheres to the following requirements:

1. **Supplier Acceptance:** Bidders to acknowledge their acceptance to deliver the items in accordance with the specifications outlined in Annex A. This should be done by **signing and stamping Annex A.**
2. **Offered Items Specification & Photos:** Bidders are requested to provide the specification of the offered item and to include photo of item in **Annex B** Technical Offer Form, which show the item they are offering.
3. **Physical Inspection:** offered item should be available in the bidder's showroom or warehouse (**in one location in Sana'a**), as a site visit will be conducted at the bidder's showroom or warehouse to conduct a thorough physical evaluation of the items., to ensure that the offered items align with the offered photos and meet the specifications outlined in the tender.

**Financial evaluation:**

The financial component will be analyzed only for those suppliers whose technical offers fully met the UNHCR requirements set forth in this tender. Financial bids from the technically qualified suppliers will be evaluated based on:

- Competitiveness of the quoted price;
- Total overall cost for the item
- Lowest cost

## 2. RFQ SUBMISSION

The proposals must bear your official letter head, clearly identifying your company name, including the signed scanned **Annex A**, **Annex B** and **Annex C**

Bids or Offer Proposal should be submitted by file and uploaded to e-TenderBox, the online bid registration tool of UNHCR. The e-TenderBox can be accessed via the following URL:

<http://etenderbox.unhcr.org>

To use e-TenderBox, registration on the website is required. This registration is exclusively for e-TenderBox and does not replace any other registration with UNHCR.

A supplier should have only one registered email account in the system. The supplier must use only that e-TenderBox account for managing its offers to UNHCR.

In case the password is forgotten that account cannot be used anymore, and new registration is required. The e-TenderBox Registration Guide and Use Manual are available at the above URL and provided as annexes to this RFQ.

Uploaded files can be amended by the Supplier while the tender is open. The selected files for upload are submitted when the 'Save & Submit' button is clicked on. Therefore, this button must 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 by the tender expiration deadline.

Once the deadline for submission is expired, the bid will be automatically closed after which the uploaded files can be reviewed but options for additional upload and deletion of previously uploaded files are not available anymore. To ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline

**TENDER CLOSING DEADLINE:**  
**Sunday 10/11/2024 @ 23:59 hrs (11:59 PM) , Yemen Local Time**

**Your offer must be valid at least for 120 days.**

## 3. TERMS OF PAYMENT

Payment will be made in accordance with the UNHCR General Conditions of Contract. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of services and acceptance thereof by UNHCR, presentation of original invoice and acceptance by UNHCR of the services delivered in accordance with the technical description of requirements provided.



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Martha Stacey Kiryewala

Supply Officer  
UNHCR Yemen