



**UNHCR**

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

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**DATE: 05/09/2023**

**REQUEST FOR QUOTATION No. RFQ/YEMSA/SUP/2023/59**  
**For The Provision of Consultancy for Fire Protection Assessment Services, Yemen - Sanaa**

**QUOTATION TO BE RECEIVED BY: 12/09/2023 @ 23:59 hrs Yemen 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 price quotation for Provision of Consultancy for Fire Protection Assessment Services for the Archives at the Civil Registry Authority (CRA), Sanaa as specified in this Request for Quotation (RFQ).

**1. REQUIREMENTS**

- Type services and deliverables: Provision of Consultancy for Fire Protection Assessment Services, Sanaa, Yemen.
- Location: Yemen – Sana'a in the Archive rooms at the Civil Registry Authority (CRA), Sanaa.
- Duration/Frequency of Service Delivery: Preferable not to be more than one week; the services will be ordered on needs basis, as per UNHCR's request and following the issuance of Purchase Order(s).

The Consultancy for Fire Protection Assessment Services requirements under this RFQ are detailed in the Terms of Reference (ToR) attached hereto as **Annex-A**.

**2. 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-B**.*

UNHCR is exempted from all direct taxes and customs duties. Quoted price shall be provided without VAT but the VAT amount shall be clearly separately indicated.

### **3. BIDDING INFORMATION:**

- **RFQ DOCUMENTS**

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

Annex A:	Terms of Reference (ToR)
Annex B:	Financial Offer Form
Annex C1:	UNHCR GCC for the Provision of Goods Services – 2018 (English)
Annex C2:	UNHCR GCC for the Provision of Goods Services – 2018 (Arabic)
Annex D:	UN Supplier Code of Conduct (English)
Annex E:	Vendor Registration Form
Annex F:	E-TenderBox Supplier guidelines (English)
Annex F1:	E-TenderBox Supplier guidelines (Arabic)

**IMPORTANT:**

Please carefully read the e-TenderBox user manual attached as Annex-F & F1 for submission of your technical and financial proposals – Offers submitted in any other manner will be disqualified.

### **3. RFQ SUBMISSION**

The proposals must bear your official letterhead, clearly identifying your company name.

Bids 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>

In order 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. 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.

**TENDER CLOSING DEADLINE: 12 September 2023 23:59 PM (Yemen time)**

Your quotation must be valid at least for 90 days.

#### **5. INFORMATION FOR BIDDERS:**

- Inspection may be applicable and will be advised at time of purchase and arranged by UNHCR. Inspection will be executed at the point of arrival.
- UNHCR reserves the right to cancel the PO if the supplier failed to deliver the right item.

#### **6. 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 goods and acceptance thereof by UNHCR, presentation of original invoice and acceptance by UNHCR of the goods delivered in accordance with the description of requirements as per the samples provided.

#### **7. UNHCR GENERAL CONDITIONS OF CONTRACT FOR THE PROVISION OF GOODS**

Please find attached as **Annex-C1 & Annex-C2** the UNHCR's General Conditions of Contract for the Provision of Goods and Services, July 2018 version, which must be accepted and acknowledged by submitting a signed copy together with your offer or by clearly indicating in your quotation that you accept them. However, please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions of Contract for the Provision of Goods and Services.

#### **8. VENDOR REGISTRATION FORM**

If your company is not yet registered with UNHCR, you must fill in, sign and return with your offer the UNHCR Vendor Registration Form attached as **Annex-E**.

If your company is already registered with UNHCR, please submit Annex-E as blank, stipulating your UNHCR vendor ID on the form.

UNHCR reserves the right to accept the whole or part of your bid or to allow split or partial awards.

*David Rusinga DR*

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**David Rusinga,**  
Supply Officer  
UNHCR Yemen