
DATE: 04/12/2017

REQUEST FOR QUOTATION: No. HCR/IRQER/2017/SUP/RFQ/188

FOR THE SUPPLY AND DELIVERY OF LENOVO LAPTOP COMPUTERS

QUOTATION TO BE RECEIVED BY: 11/12/2017 by 13:00 hrs (Iraq time)

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹, requests your price quotation for the **SUPPLY AND DELIVERY OF LENOVO LAPTOP COMPUTERS** specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

The initial estimated requirement is 20 Lenovo Laptop Computers as per Annex- A Technical Specifications.

***Note:** it does not represent a commitment that UNHCR will purchase any quantity of the item. Quantities may vary and will depend on the actual requirements and fund availability regulated by the issuance of individual Purchase Orders.

TECHNICAL EVALUATION CRITERIA:

Criteria for the Award and Evaluation of Bid:

The technical offer will be evaluated based on a Pass/ Fail criteria cascaded below:

1. Iraq Company Registration Certificate
2. Full conformity of the offer with the Annex A- Technical specifications of this RFQ;
3. Compliance with the delivery terms and conditions (desired 15 days from the receipt of the UNHCR Purchase Order);
4. Previous experience: the bidder must provide documentary evidence of purchase orders/ contracts awarded and served within the past years for supply of Laptops.
5. Carry-in Warranty: 3 Years

Supplier should fill out the below table as part of their offer:

No.	Other Information pertaining to the Quotation is as follows:	Yes, we'll comply	No, we cannot comply Please specify?
1	Compliance with of the offer with Annex A- Technical Specifications		
2	Delivery Lead Time from the receipt of PO : desirable 15 days		
3	Delivery Location: UNHCR SO Erbil, UNAMI Compound, Erbil, Iraq		
4	Carry-in Warranty: 3 Years		
5	Offer validity (60) days		

The fairly priced, substantially compliant offer will subsequently be recommended for a contract award.

2. **FINANCIAL OFFER**

Your separate Financial Offer must contain an overall offer in the **US Dollars**.

The Financial offer is to be submitted as per the **Financial Offer Form (Annex B)**. Bids that have a different price structure may not be accepted. UNHCR is exempt from all direct taxes and customs duties. With this regards, price has to be given without VAT.

The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

4. **RFQ Submission**

We would appreciate receiving your quotation on or before **11/12/2017 by 13:00 hrs (Iraq time)** [by e-mail] in PDF format to IRQERPROC@unhcr.org

The following documents must be submitted as part of your offer:

- Annex A: Technical Specifications / **to be acknowledged (must be signed and stamped to confirm acceptance)**
- Annex B: Financial Offer Form / **to be submitted**
- Annex C: Vendor Registration Form / **to be submitted**
- Annex D: UNHCR General Conditions of Contracts for the Provision of Goods to be submitted (**must be signed and stamped to confirm acceptance**)


Gerard Moya

Senior Supply Officer
Supply Unit
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