

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

DATE: 11/03/2020**REQUEST FOR QUOTATION No.: HCR/IRQER/2020/RFQ-12****Establishment of Frame Agreement for the Supply of Cleaning Material in UNHCR Office in Sulaymaniyah, Iraq****QUOTATION TO BE RECEIVED ON OR BEFORE: 25/03/2020 by 12:00 hrs (Iraq time)**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sulaymaniah, request your price offer for **Establishment of Frame Agreement for the Supply of Cleaning Material in UNHCR Office in Sulaymaniyah, Iraq for the period of (1 + 1) year** as specified below in this Request for Quotation (RFQ).

The following Annexes are an integral part of this RFQ:

- Annex A : Technical Specifications;
- Annex B : Financial offer form;
- Annex C : Vendor Registration Form *(For suppliers who are not registered with UNHCR);*
- Annex D : UNHCR's General Conditions of Contracts for the Provision of Goods and Services.

Please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for contracts and UN supplier code of conduct. [Signed copy is not required at this stage.]

1. Duration

1 year with the possibility of extension of another (1) one year.

Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase the above quantities. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Frame Agreement.

2. Technical Requirements:

- Please provide a copy of company registration document;
- Please provide a company profile.

3. Technical Evaluation Criteria (Pass/Fail):

UNHCR will evaluate the technical offers based on the following described criteria in order to attribute a "PASSED/ FAILED" to the offers:

TECHNICAL CRITERIA		Pass/Fail
1	Capacity and experience in similar project: - <u>Provide proof of at least 2 similar works with UN offices/Govt. Office/NGO/or Private Sector (eg. Work order/purchase order/vouchers, etc)</u>	Pass/Fail
2	Your offer should meet the requested specification in Annex A <i>Site visit will be conducted by UNHCR representative to verify the items before finalizing of the tender process.</i>	Pass/Fail

4. Delivery Point:

- UNHCR Registration office, New Bakrajo-Daban Street. Sulaymaniyah, Iraq;
- UNHCR Registration office, ARC
- UNHCR – Office, Rzgari quarter- Salim street. Sulaymaniyah, Iraq.

5. Financial Offer:

Please submit your price offer, using financial form (**Annex B**).

Quoted prices should remain fixed/valid for the period of the Frame Agreement.

UNHCR is VAT exempted, with this regard, price has to be given without VAT.

The **Financial offer** will be evaluated using lowest price offer among the technically passed and compliant bids.

Your quotation must be valid for at least **30 days from the closing of the RFQ**.

6. INFORMATION FOR BIDDERS:

- Quoted prices should remain fixed/valid for the period of the frame agreement;
- The standard payment term of UNHCR is net 30 days upon satisfactory delivery of goods and acceptance thereof by UNHCR.
- Delivery lead time – the contractor should be able to deliver the requested items within 5 working days.

7. Queries/Clarification:

If you have any questions regarding the specification of the items please email to Zana Abdulkareem at abdulkar@unhcr.org before 23 March 2020.

8. RFQ Submission

We would appreciate receiving your quotation on or before **25/03/2020 by 12:00 hrs.** (Iraq time) by e-mail in PDF format to IRQERPROC@unhcr.org.

Please indicate in the e-mail subject field:

- **HCR/IRQER/2020/RFQ-012**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Thank you for your kind attention.

Abdullelah BABIKIR

Supply Officer
UNHCR Erbil Office.

