

REQUEST FOR QUOTATION: No. HCR/IRQER/2023/RFQ-021

**SUPPLY, DELIVERY, AND INSTALLATION OF ICT EQUIPMENT FOR REGISTRATION CENTER IN
BAHIRKA SUB-DISTRICT, ERBIL, IRAQ**
QUOTATION TO BE RECEIVED BY: 02/05/2023 by 14:00 hrs IRAQ TIME

The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950, by the United Nations General Assembly 1, requests your price for the **SUPPLY, DELIVERY, AND INSTALLATION OF ICT EQUIPMENT FOR REGISTRATION CENTER IN BAHIRKA SUB-DISTRICT, ERBIL, IRAQ** As specified below in this Request for Quotation (RFQ)

The following Annexes form an integral part of this RFQ:

- **Annex A:** Financial Offer Form (*bidders are kindly required to submit a signed & stamped PDF version*)
- **Annex B:** Technical Offer Form (*bidders are kindly required to submit a signed & stamped PDF version*)
- **Annex C:** Technical specification of Queue Ticketing System. (*Bidders are kindly required to submit a signed & stamped PDF version*)
- **Annex D:** Vendor Registration Form (*For suppliers who are not registered with UNHCR*)
- **Annex E:** UNHCR's General Conditions of Contracts for the Provision of Goods.
- **Annex F:** UN Supplier Code of Conduct

Please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for contracts and UN Supplier Code of Conduct.

1. **TECHNICAL REQUIREMENTS:** (please submit your offer with the following documents):

- Company registration certificate, and profile.
- Proof of relevant experience (a copy of PO/Contract).
- Submission of a product brochure/specification, or photo, as per **(Annex-B & C)**

Important notes:

- UNHCR may ask for a tangible sample for inspection during the procurement process

2. **TECHNICAL EVALUATION CRITERIA (Pass/Fail):**

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

S/N	Criteria	Technical Evaluation Criteria	PASS/Fail
1	Business Registration Certificate	Is the vendor registered with the federal Govt. of Iraq or the KRI Authority in the field of General Trading, General Contracting, and/or IT suppliers?	
2	Technical Specifications of Products	Does the bidder submit the detailed catalogues or the product brochures for each item or provided detailed specifications on the technical proposal form that meet the UNHCR Technical Specifications, as per attached Annex B, and meet the required specification?	

3	Proof of Relevant Experience	Has the vendor submitted proof of experience? (Minimum one PO or Contract, during the last ten (10) years related to IT equipment) Please provide List of Clients with the contact details.	
4	Warranty	Has the vendor accepted to provide one (1) year warranty for the items listed in Annex B	

3. **DELIVERY POINT:**

- DAP to UNHCR Registration Center, Bahirka Sub-District, Erbil, Iraq

4. **FINANCIAL OFFER:**

Please submit your price offer, using the Financial Offer Form (**Annex A**).

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

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

Your quotation must be valid for at least **60 days**. The standard payment terms of UNHCR via Electronic Funds Transfer (EFT) net 30 days upon satisfactory delivery of goods/services and acceptance thereof by UNHCR.

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

5. **RFQ SUBMISSION:**

We would appreciate receiving your quotation on or before **02/05/2023 by 14:00 hrs. (Iraq time)** [By e-mail in PDF format to IRQERPROC@UNHCR.ORG CC: mustafah@unhcr.org .

Please indicate in the e-mail subject field:

- HCR/IRQER/2023/RFQ-021
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Thank you for your kind attention.

Supply Officer

UNHCR Country-Office, Erbil-Iraq