

DATE: 22/06/2023

REQUEST FOR QUOTATION No.: HCR/IRQ/COE/2023/RFQ-054

Supply and Delivery of Fuel for Vehicles and Provision of Car Wash Services to Erbil UNHCR Vehicles in Iraq

QUOTATION TO BE RECEIVED ON OR BEFORE: 02/07/2023 by 11:59 hrs (Iraq time)

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Erbil, requests your price offer for **the Supply and Delivery of Regular (Normal) Fuel (Diesel & Gasoline) and provision of car wash services to UNHCR Vehicles in Erbil for the duration of four (6) months** starting from July up to end of December 2023.

The following Annexes are an integral part of this RFQ:

- Annex A: Financial Offer Form
- Annex B: Minimum required Fuel Quality Specifications
- 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.
- Annex E: Fuel Coupon

1. Technical Requirements:

- Company Registration document.
- Company Bank details under the business name.
- Test/Quality Control Certificate showing that the fuel is as per the governmental standards (Annex B).
- Fuel Station preferable location within the range of 5km from the UN Compound address in Erbil.
- Preferred facilities of the car wash are available at the fuel station by photos.

2. Technical Criteria

No.	Technical Criteria	Pass/Fail
1	Fuel specification should meet the minimum requirement as described in Annex – B.	Pass/Fail
2	Provide proof of relevant experience with a minimum of 2 POs in the past five years.	Pass/Fail

3. Delivery Point:

Supply and delivery of fuel for vehicles and provision of car wash services to UNHCR Vehicles in Erbil.

The monthly estimated requirement for Diesel, Petrol, and Car wash in Erbil is as follows:

No.	Type of Fuel	Estimated Diesel Consumption per Month in Litre
1	Diesel	6,000 L
2	Petrol (Gasoline)	500 L

No.	Service Type	Estimated Car Wash Per Month
1	Car wash	50 times

The supplier is required to print coupons for the entire contract duration and refuel UNHCR vehicles upon submission of duly filled, signed, and stamped fuel coupons from UNHCR

4. **Financial Offer:** Please submit your price offer, using the financial 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 **30 days**. The standard payment terms of UNHCR is net 30 days via electronic fund transfer (EFT) upon satisfactory delivery of goods and acceptance thereof by UNHCR.

The supplier shall submit to UNHCR within the first working week of each month its monthly bill indicating UNHCR's coupon number, product, quantity, unit price, and total cost of the product

Please find attached ANNEX - C the UNHCR's General Conditions of Contracts for the Provision of Goods and services. You must clearly acknowledge them.

5. **RFQ Submission**

We would appreciate receiving your quotation on or before **02/07/2023 by 11:59 hrs. (Iraq time)** [By e-mail in PDF format to: IRQERPROC@unhcr.org]

Please indicate in the e-mail subject field:

- **HCR/IRQER/2023/RFQ-054**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Thank you for your kind attention.

Associate Supply Officer

UNHCR Representative Office, Erbil, Iraq