

DATE: 04/10/2023

REQUEST FOR QUOTATION No.: HCR/IRQ/COE/2023/RFQ-072

PROVISION OF TEAM BUILDING SERVICES (UNHCR SUPPLY RETREAT)

QUOTATION TO BE RECEIVED ON OR BEFORE:
11/10/2023 by 14:00 hrs (Iraq time)

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Erbil, requests your price offer for **Provision of Supply Chain Team Building Services (UNHCR Supply Retreat) for estimated 30 UNHCR Staff for the duration of three (03) days** tentatively 07 to 09 Nov 2023.

The following Annexes are an integral part of this RFQ:

- Annex A: Terms of References
- 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.
- Annex E: UN Supplier Code of Conduct.

Submitting an offer is deemed as full acceptance of UNHCR's General Conditions for the Provision of Contracts for Goods and Services (Annex D) and the UN Supplier Code of Conduct (Annex E).

1. Technical Requirements:

- Company Registration document (Consultancy Service, event management, capacity building)
- Company Profile with detail of their past experience
- Company Bank details under the business name.

2. Technical Criteria

No.	Technical Criteria	Pass/Fail
1	Full Acceptance of the Terms of references as per Annex A – ToR	
2	Company Registration document (Consultancy Service, event management, capacity building)	
3	Company Profile with detail of their past experience	
4	Submission of Technical Proposal with the samples of team building activities that your company has organized previously for other INGs, UN agencies, government, or commercial organizations in past	

5	Company Bank details under the business name	
6	UNHCR's General Conditions of Contracts for the Provision of Goods, and Services.	
7	UN Supplier Code of Conduct	

3. **Delivery Point:**

Iraq, Sulaymaniyah, Rotana Hotel

4. **Financial Offer:** Please submit your price offer, using the financial form (**Annex B**).

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.

Please find attached ANNEX - D the UNHCR's General Conditions of Contracts for the Provision of Goods and services and Annex E: UN Supplier Code of Conduct. You must clearly acknowledge them.

5. **RFQ Submission**

We would appreciate receiving your quotation on or before **11/10/2023 by 14:00 hrs. (Iraq time)** [By e-mail in PDF format to: **IRQERPROC@unhcr.org** and cc: **shamana@unhcr.org**

Please indicate in the e-mail subject field:

- **HCR/IRQER/2023/RFQ-072**
- 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