

DATE: 12/11/2023

REQUEST FOR QUOTATION No.: HCR/IRQ/CEO/2023/RFQ-081**For Supply and Delivery of Safe Room Items to UNHCR Erbil Office, Iraq****QUOTATION TO BE RECEIVED ON OR BEFORE: 19/11/2023 by 23:59 Hrs. (Iraq time)**

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Erbil, request your price offer for **the Supply and Delivery of Safe Room Items to UNHCR Erbil Office, Iraq.**

The following Annexes are an integral part of this RFQ:

- Annex A: Financial Offer Form
- Annex B: Vendor Registration Form
- Annex C: UNHCR's General Conditions of Contracts for the Provision of Goods
- Annex D: UN Supplier's Code of Conduct
- Annex E: eTenderBox Supplier User Manual

Please note that submitting an offer is deemed as your company's full acceptance of UNHCR's General Conditions for contracts and UN supplier code of conduct.

ملاحظة:

تعتبر مشاركتكم في هذه المناقصة قبولا تاما للشروط العامة للمفوضية فيما يتعلق بالعقود وكذلك مدونة قواعد السلوك للموردين والمتعاقدين مع اعلاه في هذه المرحلة D&E (الامم المتحدة).

1. Technical Requirements:

- Company Registration document.
- Company Bank details under the business name.
- Valid Tax Business Registration Certificate
- Photos/catalogs for the Offered Items

2. Technical Evaluation Criteria (Pass/Fail):

#	Criteria Description	Result (Pass/Fail)
1	Submission of Company Registration Certificate	Pass/Fail
2	Submission of Bank Details under Business Name (Certified Letter by Bank)	Pass/Fail
3	Submission of Valid Tax Registration Certificate	Pass/Fail
4	Submission Photos/catalogs for the Offered Products/Items	Pass/Fail

3. Delivery Point:

1. UNHCR Erbil Office – UN Compound and UNHCR Registration Center in Bahirka

4. Delivery time: Maximum within two weeks upon receipt of request from UNHCR.

5. **Financial Offer:** Please submit your price offer, using financial form **(Annex A)**. Your Financial offer must contain an overall offer in **IQD** (all-inclusive price).

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 is net 30 days via electronic fund transfer (EFT) upon satisfactory delivery of goods and acceptance thereof by UNHCR.

IMPORTANT: Bidders are required to submit the financial offer both in PDF and Excel Sheet (Soft Copy) in the Template provided in Annex A: Financial Offer Form

Important: Any missing cost for a line in Bill of Quantities & Financial Offer will be considered invalid.

6. RFQ Submission

Please submit your proposal through an online eTenderBox Tool, which can be accessed at <http://etenderbox.unhcr.org>

To submit a proposal against UNHCR tender, the bidder needs to register in eTenderbox system. Please refer to the eTenderbox user manual for bidders at Annex I: e-Tender Box Supplier user manual. You are requested to get familiar with this tool and create a login by registering your company in the system for access to the current and upcoming UNHCR tenders.

Once the login is created, the bidder will be given access to the UNHCR available tenders. Bidders can access the specific tender by clicking on the “tender reference number”, the system will then navigate to the detailed tender review page, where the separate technical and financial submissions can be done.

It is the bidder’s responsibility to upload only technical documentation under the “Technical” category and Financial documentation under the “Financial” category. Failure to do so will result in disqualification.

Note: The official submission of the selected files for upload is done by clicking the ‘Save & Submit’ button, therefore, this button has to be clicked before the deadline expires. If done so, the selected files will be submitted and uploaded successfully even if the deadline expires during the file upload. It is the Supplier’s responsibility to ensure that all files of the final offer are submitted before the tender expiration deadline. In order to ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline.

Allowed extensions for files to upload are .doc, .docx, .xls, .xlsx, .rtf, .png, .jpg, .jpeg, .pdf, .txt, .zip, .ppt, .pptx, .bmp, .rar, .gif, .tif and .tiff, however it is preferable to upload PDF files. Executable files (.exe, .bat, .cmd etc.) should not be uploaded. All files should be clearly labeled. The maximum size limit per file is 10MB.

IMPORTANT: The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification.

IMPORTANT: DEADLINE TO SUBMIT YOUR BID: **19/11/2023** BY 23:59 HOURS LOCAL TIME: Any bid uploaded after this date and time will be rejected. UNHCR may, at its discretion, extend the

deadline for the submission of bids by notifying through eTenderbox.unhcr.org and WWW.UNGM.ORG.

If your company is already registered with UNHCR, please submit an empty Vendor Registration Form clearly indicating your UNHCR vendor ID. If not, you should complete, sign and submit the Vendor Registration Form "Annex B".

Please find attached in "Annex C" the UNHCR's General Conditions of Contracts for the Provision of Goods. You must clearly indicate in your quotation if you accept them.

Please find attached in "Annex D" the UN Supplier Code of Conduct, please note that submitting an offer is deemed as full acceptance of UN Supplier Code of Conduct.

Thank you for your kind attention.

Signature

Anwar Ul Haq,
Associate Supply Officer
UNHCR Country Office Erbil