

DATE: 20/11/2023

REQUEST FOR QUOTATION No.: HCR/IRQ/COE/2023/RFQ-096

For the Establishment of Frame Agreement for Supply and Delivery of Diesel to UNHCR Vehicles and Generators in Sulaymaniyah, Iraq

QUOTATION TO BE RECEIVED ON OR BEFORE: 28/11/2023 by 23:59 hrs (Iraq time)

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Erbil, requests your price offer for **the Establishment of Frame Agreement for the Supply and Delivery of Diesel to UNHCR Vehicles and Generators in Sulaymaniyah for the duration of one (01) Year.**

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, and Services.
- Annex D: UN Supplier Code of Conduct.
- Annex E: Fuel Coupon

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

1. Technical Requirements:

- Submission of Company Registration Documents/Fuel Distributor Registration Certificate/Certificate as General Trading or Contracting Company
- Company Bank details under the business name.
- Test/Quality Control Certificate showing that the fuel is as per the Government standards.
- Fuel Station should be in Sulaymaniyah and preferably near to UNHCR Office
- The station should be capable to provide Fuel (Diesel) on daily basis.

2. Technical Criteria

No.	Technical Criteria	Pass/Fail
1	Submission a copy of Test/Quality Control Certificate showing that the fuel is as per the Government standards – Quality Control	Pass/Fail
2	Submission of Company Registration Documents/Fuel Distributor Registration Certificate/Certificate as General Trading or Contracting Company	Pass/Fail
3	Submission of Bank Account under Business Name	Pass/Fail

3. Delivery Point:

Supply and delivery of fuel (diesel) for UNHCR vehicles and generators in Sulaymaniyah.

The estimated requirement for Diesel in Sulaymaniyah is as follows:

No.	Type of Fuel	Estimated Diesel Consumption for per Month
1	Diesel for UNHCR's Vehicles and Generators in Sulaymaniyah.	3,300 L

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 in IQD, 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 **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.

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 **28/11/2023 by 23:59 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/IRQ/CEO/2023/RFQ-096**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Thank you for your kind attention.

Anwar Ul Haq

Associate Supply Officer
UNHCR Office, Erbil, Iraq