

DATE:11/01/2024

REQUEST FOR QUOTATION No.: HCR/IRQ/COE/2024/RFQ-002

Establishment of a Frame Agreement for the Provision of Third-Party Insurance for UNHCR Vehicles for Three (3) years.

QUOTATION TO BE RECEIVED ON OR BEFORE: 20/01/2024 by 23:59 hrs (IRAQ TIME).

The Office of the United Nations High Commissioner for Refugees (UNHCR), office in Erbil, requests your price offer for the **Establishment of a Frame Agreement for the Provision of Third-Party Insurance for UNHCR Vehicles with an initial duration of three (3) years**, as specified below in this Request for Quotation (RFQ).

The estimated number of vehicles, type, and location is detailed in (Annex A – ToR).

The following Annexes are an integral part of this RFQ:

- Annex A:** Terms of References (ToR)
- Annex B:** Financial Offer Form, (To be filled, signed, and stamped)
- Annex C:** Vendor Registration Form (For suppliers who are not registered with UNHCR)
- Annex D:** UNHCR General Conditions of Contracts for Provision of Services
- Annex E:** UN Supplier's Code of Conduct

1. Technical Requirements: (Please submit your offer with the following documents, details outlined in the below table):

- Copy of Bank account under the company name.
- Company Profile
- Company Business Registration Certificate.
- Tax Registration Certificate.
- Copies of two (2) similar (Contract agreements, work orders, Insurance Policies, or Purchase Orders (POs) for similar insurance services.
- The list of previous contract details (showing the service name, client name, insurance cost, Year, reference contact (phone No. or email)).
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2. Technical Evaluation Criteria (Pass/Fail):

UNHCR will evaluate the technical offers based on the following described criteria in order to attribute a “PASS/ FAIL” to the offers:

#	Items	RFQ Specific Requirements	Pass/Fail
1	Business Registration Certificate	Does the vendor registered as an Insurance Company in IRAQ (Federal Government or Kurdistan Region of Iraq) with a minimum company age of <u>3 years</u> or more?	

2	Past Experience	- Does the company submit Copies of 2 (contract agreements, Purchase Orders (POs), or work orders) awarded and served within the past 10 years? The actual copies of POs, contracts, and work orders <u>should relate to similar insurance services.</u> - Does the company submit the Company Profile?	
3	Tax Registration Certificate	Has the company submitted a scanned copy of a <u>recent or last year`s</u> Tax Clearance Certificate?	
4	General Condition of Contract for Services	Has the company submitted an endorsed copy (signed and stamped) of the UNHCR General Condition of Contract for Provision of Services?	
5	UN Supplier Code of Conduct	Has the company submitted an endorsed copy (signed and stamped) of the UN Supplier Code of Conduct?	
Pass/Fail			

3. Financial Offer:

Please submit your price offer in single currency of Local Iraqi Dinar (IQD), using the financial offer form (**Annex B**). Quoted prices should remain fixed/valid for the period of the contract.

Any Purchase Order (PO) issued as a result of this RFQ will be made in IQD. Payment will be made in accordance with the General Conditions for the Purchase of Services in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

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 services and acceptance thereof by UNHCR.

IMPORTANT:

The quantities of the vehicles outlined in Annexes (A & B) may vary and will depend on the actual requirements.

4. RFQ Submission:

We would appreciate receiving your quotation on or before **20/01/2024 by 23:59 hrs (IRAQ TIME)**. **Please submit your proposal through an online e-TenderBox Tool, which can be accessed at <http://etenderbox.unhcr.org>**

Thank you for your kind attention.

Supply Unit

UNHCR Country Office, Erbil-Iraq.