
DATE: 21/02/2024

REQUEST FOR QUOTATION NO: HCR/IRQ/DHK/2024/RFQ-012

**FOR SUPPLY OF CLEANING MATERIALS FOR UNHCR
REGISTRATION CENTERS IN DUHOK**

**QUOTATION TO BE RECEIVED ON OR BEFORE: 27/02/2024 by
12:00 hrs (Iraq time)**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Dohuk, request your price offer for the supply of cleaning materials for UNHCR Registration Centers in Duhok.

The following Annexes are an integral part of this RFQ:

- Annex A : Financial Offer Form;
- Annex B : Vendor Registration Form *(For suppliers who are not registered with UNHCR);*
- Annex C : UNHCR's General Conditions of Contracts for the Provision of Goods and Services.
- Annex D : UN Supplier's Code of Conduct
- Annex E : e-Tender Box Supplier user manual

Please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for contracts and UN supplier code of conduct. [Signed copy is not required at this stage.]

1. REQUIREMENTS

UNHCR is looking for cleaning materials good quality Turkish or equivalent with transportation and delivery to UNHCR Sumel Warehouse.

Annex A – Financial Offer with Specifications.
Quantity: per Annex-A, Financial Offer Form.

Delivery lead time after one week from issuing the PO from UNHCR .

Please note that the items quantities have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase the above quantities. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Contract.

2. Technical Requirements:

Copy of Bank account under the company name.
Company Business Registration Certificate.
Tax Registration Certificate.
Copies of one (1) similar (Contract agreement, work order, or Purchase Order (PO) for similar provision of goods.

3. 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:

TECHNICAL CRITERIA		Pass/Fail
1	Your offer should meet the requested specifications, as given in Annex A.	Pass/Fail
2	<i>Provide proof of at least 1work experiences in supply of Cleaining and Hygiene materials with UN Agencies, NGOs, Government, or privet sectors copies of purchase orders (POs), (e.g. Work order/purchase order/vouchers, etc) during the last 5 years.</i>	Pass/Fail
3	Copy of Bank account under the company name.	Pass/Fail
4	Tax Registration Certificate	Pass/Fail
5	General Condition of Contract for Provision of Goods	Pass/Fail
6	UN Supplier Code of Conduct	Pass/Fail

4. Delivery Point DAP to: UNHCR Sumel Warehouse.

5. Financial Offer:

Please submit your price offer, using financial form (**Annex A**).

Quoted prices should remain fixed/valid for the period of contract.

UNHCR is VAT exempted, with this regard, price has to be given without VAT.

The **Financial offer** will be evaluated using lowest price offer among the technically passed and compliant quotation. **Your quoted prices should be IQD.**

Your quotation must be valid for at least **30 days from the closing of the RFQ**.

6. INFORMATION FOR BIDDERS:

- Quoted prices should remain fixed/valid for the period of the contract.
- The standard payment term of UNHCR is net 30 days upon satisfactory delivery of goods and acceptance by UNHCR through bank transfer of the Supplier only.

7. Queries/Clarification:

If you have any questions regarding the specification of the items please email to irgdutnd@unhcr.org before COB 24/02/2024.

8. 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 J: **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.

We would appreciate receiving your quotation on or before **27/02/2024 by 12:00 hrs.** (Iraq time).

Please indicate in the submission subject field:

- **HCR/IRQ/DHK/2024/RFQ-012**
- Name of your firm

Thank you for your kind attention.


Digitally signed
by Anwar ul Haq
Date: 2024.02.21
10:46:28 +03'00'

Anwar Ul Haq
Supply Officer
UNHCR Erbil CO Office

