

Tender Notice

REQUEST FOR PROPOSALS No. UNHCR RFP-383 for the Establishment of Frame Agreement for the provision of Financial Services for Delivering Cash-Based Interventions for UNHCR in Iraq for a period of three (3) years

The Office of the United Nation High Commissioner for Refugees (UNHCR) in Erbil requests your proposal for Establishment of Frame Agreement for the provision of Financial Services for Delivering Cash-Based Interventions for UNHCR in Iraq for a period of three (3) years as per the attached documents.

RFP KEY DATES:

RFP Issue Date	9 th of December 2024
Pre-bid conference date	17 th of December 2024 at 13:00 HRS Iraq standard time
Questions submission deadline	18 th of December 2024 at 17:00 HRS Iraq standard time
RFP Submission deadline	15 th of January 2025 at 14:00 HRS Iraq standard time

PRE-BID CONFERENCE:

Name and contact details of the company's representatives must be provided, at least one working day in advance, by e-mail to IRQERPROC@UNHCR.ORG CC: JELO@UNHCR.ORG.

SUBMISSION OF BIDS:

Please note that bids must be submitted directly in the online portal, responding to the questions, and uploading required documents by the date and time indicated in the online portal. It is your full responsibility to ensure that your submission is submitted before the deadline. Bids received outside the online portal, for any reason, will not be considered for evaluation.

For submitting the bids, it is strongly recommended to carefully read (Annex L) – Supplier Portal Manual.

Annexes:

- Annex A: Terms of Reference.
- Annex B: Detailed Requirements and Technical Proposal form
- Annex (C1, C2, C3, C4): Financial Offer Forms
- Annex D: Technical Evaluation criteria
- Annex E: Vendor Registration Form *(to be filled in, stamped and signed)*
- Annex F: Data Protection Agreement *(to be stamped and signed)*
- Annex G: UNHCR's General Conditions of Goods and Services *(to be stamped and signed)*
- Annex H: CBI Payments Format and Data Dictionary
- Annex I: Integration of Biometric Authentication
- Annex J: Coverage Map *(to be filled in, stamped and signed)*
- Annex K: UN Supplier Code of Conduct *(to be stamped and signed)*
- Annex L: Guidelines ERP Manual for Suppliers to use the online portal.
- Annex M: How to Join Microsoft Teams without account.