

Tender Notice

REQUEST FOR PROPOSALS No. UNHCR RFP-1152 for the Establishment of Frame Agreement for the Provision of Road Cargo Transportation including Lifting Equipment, Warehouse Tools, and Manpower Services for UNHCR Operation in Iraq for three (3) years

The Office of the United Nation High Commissioner for Refugees (UNHCR) in Erbil requests your proposal for the Establishment of a Frame Agreement For the Provision of Road Cargo Transportation including Lifting Equipment, Warehouse Tools, and Manpower Services for UNHCR Operation in Iraq for a period of three (3) years as per the attached documents.

RFP KEY DATES:

RFP Issue Date	9 March 2025
Pre-bid conference date	16 March 2025 at 14:30 hrs. Iraq standard time
Questions submission deadline	17 March 2025 at 17:00 hrs. Iraq standard time
RFP Submission deadline	30 March 2025 at 15:00 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: ALPISHDA@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 I) – Supplier Portal Manual.

Annexes:

- Annex A: Terms of Reference (ToR).
- Annex B: Technical Evaluation Criteria.
- Annex C: LOT 1 Financial Proposal Form KRI (*to be filled in, stamped and signed*).
- Annex D: LOT 2 Financial Proposal Form C&S (*to be filled in, stamped and signed*).
- Annex E: Vendor Registration Form (*to be filled in, stamped and signed*)
- Annex F: Eligibility of Joint Ventures for Suppliers (*to be filled in, stamped and signed if applicable*)
- Annex G: UNHCR's General Conditions for Provision of Services (*to be stamped and signed*)
- Annex H: UN Supplier Code of Conduct (*to be stamped and signed*)
- Annex I: Guidelines ERP Manual for Suppliers to use the online portal.
- Annex J: How to Join Microsoft Teams without an account.