
DATE: 25/04/2021

REQUEST FOR QUOTATION: No. RFQ/HCR/AA/2021/023

PROVISION OF FILE DISPOSAL SERVICE TO UNHCR ADDIS ABABA OFFICE

QUOTATION TO BE RECEIVED BY: 07/05/2021, 23:59HRS

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹, requests your price quotation for provision of file disposal service to UNHCR Addis office, as specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

- **Terms of Reference(ToR):** as per attached annex B
- **Quantities:** As per attached Annex C
- **Delivery place:** UNHCR's Office in Addis Ababa

2. YOUR OFFER

2.1 CONTENT OF THE TECHNICAL OFFER

The following details shall be provided in the Technical Offer:

- Description of the offered items in response to the requirements described in Annex B.

The below administrative documentation should be also included in the Technical Offer and will be assessed by the Supply Unit in order for the offer to be complete:

- Latest Business Registration Certificate from the local authorities
- Evidence of Previous Experience-Minimum 1 year of relevant experience (Supply of required items)
- Acknowledgement of UNHCR's General Terms and Conditions for the provision of Goods (July 2018)–(Annex A). Please note that submitting an offer is deemed as acceptance of UNHCR's General Conditions for Provision of Goods and Services.
- Vendor Registration Form - if your company is not already registered with UNHCR, (Annex D).
- Acknowledgement of UN Supplier Code of Conduct (Annex E)

2.2 CONTENT OF THE FINANCIAL OFFER

Please include the following price information in your quote (without VAT) by completing the Annex B-financial offer form:

- Quantity: as described per the financial proposal form (Annex B)
- Delivery point: UNHCR Addis Ababa Office

¹ For further information on UNHCR, please see <http://www.unhcr.org>

Please include the following price information in your quote (without VAT):

- Currency: Birr
- Unit Cost:
- Cost of all items/goods:
- Additional charge, if any (please specify):
- Total Cost for goods (all inclusive):

Please note that UNHCR has tax and duty exemption status.

The successful bidders will be requested to maintain their quoted price model for the duration of the contract period

3. RFQ Submission

We would appreciate receiving your quotation on or before **07/05/2021 – 12:59 HRs LOCAL TIME** by e-mail in PDF format to ETHADSMS@unhcr.org

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of 20 **Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

- RFQ/HCR/AA/2021/023
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Your quotation must be valid as least for 30 days. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

a. TECHNICAL AND FINANCIAL EVALUATION

The technical component of the submission will be evaluated using the criteria **PASS or FAIL based on the requirements outlined in paragraph 2.1 above.**

Only the Financial offers of the Bidders that have passed the Technical evaluation will be considered.

Please find attached:

- 1- ANNEX A the UNHCR's General Conditions of Contracts for the Provision of Goods-2018, You must clearly indicate in your quotation if you accept them and submit an acknowledged copy, signed/stamped by the legal representative of the firm.
- 2- ANNEX B Terms of reference
- 3- ANNEX C Financial proposal form, please prepare your financial offer using this Annex
- 4-
- 5- Annex D, Vendor registration form Please complete this form in case you are not registered as qualified supplier in the UNHCR database
- 6- ANNEX E: Supplier code of conduct. You must clearly indicate in your quotation if you accept them submit an acknowledged copy, signed/stamped by the legal representative of the firm.

Thank you for your kind attention.

Asmaa Boukhait
Supply Officer
UNHCR Country Office in Ethiopia