
DATE: 8/07/2021

REQUEST FOR QUOTATION: No. RFQ/LBY/TR/21/036

FOR THE PROVISION OF GARDENING AND LANDSCAPING SERVICES

AT UNHCR OFFICE PREMISES AT TUNIS

QUOTATION TO BE RECEIVED BY: 23/07/2021 17:00 Hrs Tunis Local Time

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 34 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹, requests your quotation for the provision of gardening and landscaping services at **UNHCR Office Premises at Tunis** specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

- **Description:** Provision of Gardening and Landscaping Services
- **Technical specifications:** As indicated in Annex A
- **Quantity:** As indicated in Annex C-Financial form.
- **Delivery Location and terms:** DAP, UNHCR Office at Les Berges du Lac¹, Tunis

Find attached in "Annex A" more information about the service required (Terms of Reference - ToR)

Evaluation/Qualification Criteria (Pass/Fail):

The technical component of your offer will be evaluated using the **PASS or FAIL** criteria as below:

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

Criteria	Assessment
The offered services meet the requirements as per indicated in Annex A	Pass / Fail
All mandatory documents submitted as per indicated in Annex B of the solicitation document	Pass / Fail

Offers will be considered technically compliant only if they meet all the criteria listed above.

Site Visit:

Additionally, UNHCR will host a site visit for all the interested vendors subject to operational arrangements. Therefore, all interested bidders should submit their request for the site visit by email to: supply.libya@unhcr.org

The precise timing and venue of the site visit will be communicated at a later stage only to the bidders that submitted their request to UNHCR within the deadline.

Participation to the site visit is highly recommended and shall be at the bidders' own expenses. There will be no reimbursement from UNHCR for any costs incurred. Travel to and from the location of the site visit shall be arranged and secured by the bidders.

Please include the following price information in your "Annex C" Financial Offer Form (without VAT):

- **Currency:** please submit your offer in **TND ONLY**
- **Unit Cost:** As per Annex C
- **Additional charge**, if any (please specify):
- **Total Cost for items** (all inclusive)

Please note that UNHCR has tax and duty exemption status, quotes must be submitted accordingly.

2. RFQ Submission

We would appreciate receiving your quotation on or before **23/07/2021 – 17:00 hrs. by email** in PDF format supply.libya@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 Reference: No. **RFQ/LBY/TR/21/036**
- Name of your firm:
- Number of e-mails that are sent (example: 1/2, 2/2)

Your quotation must be valid as least for 90 days. The standard payment terms of UNHCR is net 30 days upon satisfactory provision of gardening and landscaping services and acceptance thereof by UNHCR.

The checklist for the required technical documents can be found in "**Annex B**"

If your company is already registered with UNHCR, please submit an empty Vendor Registration Form clearly indicating your UNHCR vendor ID. If not, you should complete, sign and submit the **Vendor Registration Form "Annex D"**.

Please find attached in "**Annex E**" the **UNHCR's General Conditions of Contracts for the Provision of Services**. You must clearly indicate in your quotation if you accept them.

Please find attached in "**Annex F**" the **UN Supplier Code of Conduct**, your offer should contain your acknowledgement of the UN Supplier Code of Conduct will result in disqualification of your offer.

3. Environmental Policy

UNHCR's policy is to purchase products and services which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packaging, use and disposal of goods form part of UNHCR's evaluation and selection criteria.

4. Zero Tolerance Policy

Please note that UNHCR strictly follows zero tolerance policy and as such, advises to its bidders not to offer any gifts, favor, hospitality, commission, etc. to UNHCR Staff. Any bidder found to be offering gifts, favor, hospitality, commission, etc. to UNHCR Staff will be placed on United Nations sanctioned list and UNHCR will not do business with them anymore.

MANNER OF SUBMISSION - SUMMARY

Send your email offer to supply.libya@unhcr.org with the following documents:

1. Registration certificate proving that bidding company was established on or before 23/07/2018.
2. Tax certificate (Patente, identification unique)
3. Offered services should meet the requirements as mentioned in the ToR as per Annex A
4. All mandatory documents submitted as per indicated in Annex B
5. Your financial quote submitted on Annex C, duly signed and stamped
6. Duly filled and signed Vendor Registration Form (Annex D) including bank account accepting TND payment or provide existing UNHCR vendor ID
7. Accepted (signed and stamped) Annex E (UNHCR General Terms and Conditions)
8. Accepted (signed and stamped) Annex F (UN Supplier Code of Conduct)
9. Confirmation that bidder is not included in UN/UNGM/EU sanction list (Annex G) dully filled/signed and stamped.

Thank you for your kind attention.

