

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés**DATE: [13/09/2021]****REQUEST FOR QUOTATION: No. 21/HCR/ROY/SUP/RFQ/019****FOR THE SUPPLY OF LAPTOP COMPUTERS****QUOTATION TO BE RECEIVED BY: 24/09/2021 - COB**

The Office of the United Nations High Commissioner for Refugees (UNHCR) 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 problem worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has mandate to help stateless people.

In more than six decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 16,803 people in more than 134 countries continues to help about 70.8 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 <https://www.unhcr.org>.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Myanmar Operation (Yangon), invites qualified suppliers to submit their offers for the supply of COMPUTER LAPTOPS (refer to hereinafter as goods) as per Annex A – Technical Specification.

Quantity: 61 Units

Delivery place: UNHCR Yangon Office, No. 287, Pyay Road, San Chaung Township, Yangon, Myanmar

Delivery time (After receipt of order): Shorter delivery time is preferable. Please provide estimated delivery date with Quotation.

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

- Currency: USD
- Unit Price (DAP UNHCR Yangon office):
- Cost of all items/goods:
- Additional charge, if any (please specify):
- Total Price for goods (all inclusive):
- Warranty:
- Origin of Goods:
- Delivery Time:

We kindly request that you include items' catalogue of proposed goods which match the specifications found in ANNEX A.

Please note that UNHCR has tax and duty exemption status.

2. RFQ Submission

We would appreciate receiving your quotation by or before **24/09/2021 - COB** by e-mail to Yangon Supply Unit at myayasupply@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 **[10] 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:

- 21/HCR/ROY/SUP/RFQ/019
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Your quotation must be valid at 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. The payment will be through bank transfer and the bank account name should be the same as the name of the bidder's company.

Find attached Annexes:

1. Annex A: Technical Specification of the goods required
2. Annex B: Price Proposal Form
3. Annex C: UNHCR General Conditions of Contract for Goods & Services July- 2018
4. Annex D: UNHCR Vendor Registration Form (for new suppliers to UNHCR)

3. Evaluation of Offers:

All bids will be evaluated based on:

- Compliance with the established UNHCR specifications,
- Compliance with the delivery lead time,
- Compliance with the warranty requirements
- Unit cost of the items and transportation cost up to the requested destinations (as per Annex B)

4. Eligibility Criteria:

- Must have 5- 7 years of experience in supplying similar goods
- Authorized dealer for the required items
- successful completed at least 2-3 contracts of similar nature. Submit completion certificate and details of contact person.
- Self-declaration on company's letterhead confirming that supplier is not on the UN sanctioned list.
- Availability of after sale and maintenance services.

The contract will be awarded to the lowest offer which meets UNHCR requirements.

Thank you for your kind attention.

Yours Sincerely,



Shahzad Khan Bangash
Supply Officer
Supply Unit
UNHCR Yangon, Myanmar