

**DATE: 07/02/2022**

**REQUEST FOR QUOTATION: No. RFQ/SOADEN/001/22**

**FOR THE PROVISION OF INSPECTION SERVICES**

**QUOTATION TO BE RECEIVED BY: 21/02/2022 – 23:59hrs**

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly<sup>1</sup>, requests your price quotation for the following item specified in this Request for Quotation (RFQ).

### **1. REQUIREMENTS**

- Description: Provision of inspection services which including the following options, inside Yemen and outside Yemen:
  - Inspection rates per man per full/half day;
  - Wood inspection per bundle;
  - Laboratory testing.
- Annex A: Terms of Reference which highlight background, purpose, description of work, types of inspections, expected deliverables, reporting requirements, applicable standards, billing and KPIs.
- Annex B (B1, B2 and B3): These outline the estimated inspection requirements per location and type of items. Rates should be all inclusive (transportation, food allowance, accommodation and other associated costs incurred for the delivery of inspection services. Any proposed discounts will become an integral part of your offer.
- Annex C: This indicates the technical specifications of items to be inspected.
- Bid evaluation requirements: Bidders are kindly requested to ensure compliance with the following eligibility criteria:

Eligibility criteria	Technical criteria
1. Valid Company registration certificates, valid business registration certificate in the field of inspection services (i.e. company having inspection services as a core business) and tax membership issued by the relevant authorities;	1. Core business – Specialization of bidder in the provision of inspection and quality control/assurance services
2. Financial soundness of the company: submitted any one or composition of the following financial instruments - relevant bank statements and/or certified financial statements/balance sheets, and/or audit reports, and/or turnover records for 2020 and 2021	2. Experience for minimum 3 years
3. Vendor Registration Form: If your company is not already registered with UNHCR, you must complete, sign and submit with your technical proposal the Vendor Registration Form (Annex D)	3. List of clientele - not less than 3 clients representing UN organizations

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

- UNHCR Yemen intends to proceed with the inspection services for maximum period of 6 (Six) months once the most competitive / bidder is identified.

Please note that UNHCR has tax and duty exemption status, so you shall include the following price information in your quote (without VAT):

- Currency: USD
- Unit Cost
- Total Cost

## **2. ACKNOWLEDGMENT**

We would appreciate your informing us of the receipt of this RFQ by return e-mail to [yemadsu@unhcr.org](mailto:yemadsu@unhcr.org) as to:

- Your confirmation of receipt of this RFQ
- Whether or not you will be submitting a bid

## **3. RFQ SUBMISSION**

Your quotation shall be received on or before 21/02/2022 – 23:59 hrs Yemen time by e-mail in PDF format to [yemadsu@unhcr.org](mailto:yemadsu@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:

- RFQ/SOADEN/001/22
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)  
For example: RFQ/SOADEN/001/22 Company ABC (email 1 of 3)

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

Please find attached in Annex E for UNHCR's General Conditions of Contracts for the Provision of Services-2018, which have to be acknowledged by submitting a signed copy together with your offer.

However, please note that submitting an offer is deemed as full acceptance of Annex E for UNHCR's General Conditions for Provision of Services and Annex F for UN Supplier's Code of Conduct.

The award of this purchase will be done to the lowest bid submitted. UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial awards.

Thank you for your kind attention.