
DATE: 22 JUNE 2022

REQUEST FOR QUOTATION: No. RFQ/HCR/SYR/22/35

**FOR THE SUPPLY AND DELIVERY OF TRANSPARENT PLASTIC SHEETS FOR UNHCR ALEPPO
SUB OFFICE, SYRIA**

QUOTATION TO BE RECEIVED BY: 7 JULY 2022 - 14:00 hrs Local Syrian Time

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 products specified in ANNEX A:

Please refer to, and use the following Annexes to prepare your response this RFQ:

ANNEX A: Technical Specifications

ANNEX B: Technical Offer Form - *Please fill, sign and submit*

ANNEX C: Financial Offer Form - *Please fill, sign and submit*

ANNEX D: Vendor Registration Form - *Please fill, sign and submit*

ANNEX E: UNHCR's General Conditions of Contracts for Goods

ANNEX F: UN Supplier Code of Conduct

ANNEX G: Submission Checklist and Acknowledgements - *Please fill, sign and submit*

1. REQUIREMENTS:

GENERAL DESCRIPTION:

The successful bidder will be engaged in the supply and delivery of the goods as follows:

- **Type of items and quantities:** Transparent plastic sheet, as per Annex A, proposed products must meet all the technical specifications stipulated in Annex A.
- Quantities of the requirement are stipulated in Annex C - Financial Offer Form.
- **Delivery time:** 3 to 4 weeks.
- **Incoterms for Delivery:** DDP Aleppo
- Partial offers not accepted.

TECHNICAL QUOTATION & MINIMUM QUALIFICATIONS:

The following qualifications must be demonstrated in the submission:

- Copy of valid business registration with the Chamber of Trade
- Company must have an operational commercial bank account matching the name of the business registration
- Compliance with the technical specifications as per Annex A
- Sample submissions for items as stated in Annex A
- Data Sheet/ Catalogue/ pictures for items stated in Annex A are required to be submitted.
- Company profile
- Minimum required warranty for items as stated in Annex A

The following must be included in your offer:

- Technical specifications of the items (Bidders should send a readable copy of technical specification)

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

- Data Sheet/ Catalogue/ pictures for items stated in Annex A are required to be submitted.
- Minimum required warranty for items as stated in Annex A
- Total preparation and delivery lead-time in days

PRICE QUOTATION:

Please use **Annex C** to prepare your price quotation and include the following information in your submission:

- Currency (preferably SYP or EUR)
- Unit Price: As per Annex C
- Additional charge, if any (please specify):
- Total Cost (all inclusive):
- Acceptance of validity of quotation for 30 days
- Acceptance of standard payment terms are net 30 days upon satisfactory delivery of goods acceptance by UNHCR
- Your prices should stay unvaried in case of partial purchase order award.

BANK ACCOUNT

UNHCR will **not accept** offers from companies that have not the following requirements in the vendor registration form (Annex D):

- a) Commercial bank account
- b) Name of the company should match with the bank account.

لا ينظر بالعروض المقدمة من الشركات التي لا تمتلك حسابا مصرفيا تجاريا أو في حال عدم تطابق اسم الشركة الوارد في السجل التجاري مع اسم الحساب المصرفي

Please consider:

By participating in this RFQ, suppliers who submit their quotation in US Dollars acknowledge that they accept payment transferred in EURO or other major currency, upon the sole discretion of UNHCR Syria. Payment in alternative currency is affected according to the official UN exchange rate applicable at the time of the payment.

It is solely the bidder's responsibility to ensure that the Bank Account of the company is able to receive payments transferred by UNHCR Syria. UNHCR payments are exempt from OFAC Sanctions under Title 31 → Subtitle B → Chapter V → Part 542 → Subpart E → §542.513.

UNHCR takes no responsibility for any unsuccessful transfers due to rejection by the Beneficiary Bank.

UNHCR encourage all vendors to quote in EUR or SYP noting that the awarded vendor will be paid against the UN rate of the month they submit their invoice.

The current UN exchange rate can be accessed on:

<https://treasury.un.org/operationalrates/OperationalRates.php>

For evaluation purposes only, if offers are received in various currencies, the offers will be converted to **EUR** using the United Nations rate of exchange in effect on the date the submissions are due.

UNHCR is exempt from all direct taxes and customs duties. With this regard, price has to be given without VAT.

Your prices should stay unvaried in case of partial purchase order award. **Your quotation must be valid at least for 30 days.** The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods or services, receipt of the invoice and acceptance thereof by UNHCR.

Liquidated Damages:

Please note that - during the implementation of the PO- should the Contractor be in delay, without prejudice to UNHCR's other rights and remedies, UNHCR may, at its sole option, demand liquidated damages for such delay, in an amount equal to 0.3% for each day of delay beyond the date upon which the Goods were due to be delivered.

Supplier Eligibility and Registration:

A prerequisite for any supplier to be deemed eligible for an award of contract is, that the company is not, or not associated with a company or individual, under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Consolidated United Nations Security Council Sanctions List, available at: <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list#entities>.

The qualified supplier(s) will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form (**Annex D**) and supporting documents. The investigation involves consideration of several factors such as: Financial standing; Core business; Track record; Contract capacity.

As the final destination of goods is Syria, UNHCR can only accept offers from suppliers who are eligible to conduct business in Syria, including (but not limited to) securing importing approvals according to the Syrian Government regulations.

2. RFQ SUBMISSION:

We would appreciate receiving your quotation in English language.

Quotation should be submitted by E-MAIL **ONLY** and must contain all required attachments.

We would appreciate receiving your quotation on or before **7 JULY 2022 at 14:00 hrs Syrian Local Time by E-Mail** in PDF format to syralsup@unhcr.org

Please note the following guidelines for electronic submissions:

- RFQ/HCR/SYR/22/35
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)
- Your bids must be sent in PDF;
- 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.
- Late submissions may be rejected and offers submitted to other than the email indicated above will not be considered for evaluation.
- Please indicate the following in the e-mail subject field:

IMPORTANT:

- Late submissions will be rejected and offers submitted to other than the email / address indicated above may be overlooked and may not be considered for evaluation.
- It is your responsibility to verify that your offer has been received properly before the deadline.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective Goods / service-providers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective service-provider.

3. CLARIFICATION:

Bidders are required to submit any request for clarification in respect of this RFQ by e-mail to toumal@unhcr.org with copy to bangash@unhcr.org

The deadline for receipt of questions is 28 June 2022 at 16:00 hrs Syrian Local Time.

4. EVALUATION OF QUOTATION:

Your offer will be evaluated based on the following criteria.

- a) Compliance with the established UNHCR technical specifications
- b) Data Sheet/Catalogue/ Pictures for items stated in Annex A.
- c) Minimum required warranty for items as stated in Annex A
- d) Compliance with samples submitted as required in Annex A.
- e) All-inclusive unit price (submitted unit price and total cost).
- f) Delivery Lead Time.

5. Eligibility Criteria:

- Must have 2-3 years of experience in supplying similar goods.
- Successful completed at least 1 or 2 contracts of similar nature. Submit evidence with contact details.
- Self-declaration on company's letterhead confirming that supplier is not on the UN sanctioned list.

For evaluation purposes only, if offers are received in various currencies, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations Operational Rate of Exchange (<https://treasury.un.org/operationalrates/OperationalRates.php>) in effect on the date the submissions are due.

The contract will be awarded to the lowest technical evaluated and responsive offer which meet UNHCR requirements.

Thank you for your kind attention.



Shahzad Khan Bangash
Supply Officer
UNHCR Sub Office
Aleppo, Syria