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DATE: WEDNESDAY 15<sup>th</sup> February 2023

REQUEST FOR QUOTATION: No. RFQ/HCR/SYR/23/06

FOR THE SUPPLY AND DELIVERY OF LAPTOPS, MULTI-FUNCTION PRINTERS,  
AND MOBILE PHONES TO UNHCR ALEPPO SUB OFFICE, SYRIA

**QUOTATION TO BE RECEIVED BY: 27<sup>th</sup> February 2023 - 16:00 hrs, Syria Local Time**

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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 products specified in ANNEX A:

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

- ANNEX A:** Requirements
- ANNEX B:** Technical Offer Forms - *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:** Laptops, three in one multi-function printers (print, scan and copy), and Mobile Phones as per specifications provided in Annex B. Proposed items must meet all the technical specifications stipulated in Annex B.
- Quantities of the requirements are stipulated in Annexes- A "Requirements" & Financial offer form at Annex C. Estimated quantities can be increased or decreased based on the available resources.
- **Delivery time:** 3 to 4 weeks (Please specify)
- **Incoterms for Delivery:** DDP - Aleppo (Delivered Duty paid-Aleppo)
- Bidders can bid for one item only or for multiple items depending on their capacity and expertise in the provision of required goods as stipulated in Annex A.
- Award of contract will be based on the technical compliance of the offered items.

### TECHNICAL QUOTATION & MINIMUM QUALIFICATIONS:

The following qualifications must be demonstrated in the submission:

- i. Copy of **valid business registration** with the Chamber of Trade.
- ii. Company must have an **operational commercial bank account** matching the name of the business registration.
- iii. **Compliance** with the technical specifications as per Annex B.
- iv. **Quality Certificate:** The bidder is required to submit quality certificate of the offered goods.

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

- Pictures/Catalogue for items stated in Annex A are required to be submitted, along with the filled technical offer form Annex B.
- Company profile
- **Warranty: Minimum acceptable warranty period one-year (12) months for the offered items.**

The following must be included in your offer:

- Technical specifications of the items (Bidders should send a readable copy of technical specifications).
- Pictures/Catalogue for items stated in Annex A.
- Certificate of origin of offered items.
- Minimum required warranty for items as stated in the RFQ.
- Delivery plan compliant with the required delivery period of 3-4 weeks. (Please specify)

**PRICE QUOTATION:**

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

- Currency of bid, **ONLY (SYP or USD)**
- Unit Price: As per Annex C
- Additional charge, if any (please specify):
- Total Cost (all inclusive):
- **Acceptance of validity of quotation for 45 days**
- Acceptance of standard payment terms are net 30 days upon satisfactory delivery of goods and acceptance by UNHCR.

**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 SYP or USD 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 different currency, the offers will be converted to **USD** 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 quotation must be valid at least for 45 days.** The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods and/or services, receipt of the invoice (and supporting documents) and acceptance thereof by UNHCR. Due to sanctions (US-OFAC and EU) imposed on the Syrian Arab Republic, the completion of the payment process is subject to the receipt by UNHCR of the clearance provided by the vendor's nominated intermediary/beneficiary bank on accepting the electronic fund transfer.

**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 within Aleppo City, 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:**

UNHCR would appreciate receiving your quotation in English language. Quotation should be submitted by E-MAIL **ONLY** and must contain all required attachments.

**Bidders are requested to submit their quotations on or before 27<sup>th</sup> February 2023 by 16:00 hrs Syria local time by E-Mail in PDF format to: [syralsup@unhcr.org](mailto:syralsup@unhcr.org)**

Please note the following guidelines for electronic submissions:

- RFQ/HCR/SYR/23/06
- 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: RFQ/HCR/SYR/23/06 for the supply and delivery of laptops, multi-function printers, and mobile phones.

**IMPORTANT:**

- Late submissions will be rejected and offers submitted to other than the email indicated above shall 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 bidders through email.

**3. CLARIFICATION:**

Bidders are required to submit any request for clarification in respect of this RFQ by e-mail to [mouin@unhcr.org](mailto:mouin@unhcr.org) with copy to [bangash@unhcr.org](mailto:bangash@unhcr.org).

**The deadline for receipt of clarification is 20<sup>th</sup> February 2023 at 15:00 hrs Syria local time.**

**4. EVALUATION OF QUOTATION:**

Your offer will be evaluated based on the following criteria.

- a) Technical compliance with the established UNHCR technical specifications.
- b) Minimum required warranty for items as stated in this RFQ documents, **Minimum acceptable warranty period is one year.**
- c) All-inclusive unit price (submitted unit price and total cost).
- d) Compliance with Delivery Lead Time.
- e) Compliance with the eligibility criteria

**5. Eligibility Criteria:**

- Minimum 2 years of experience in supplying similar goods.
- Successful completed at least 1 contract of similar nature. Submit evidence of completion certificate/PO along with contact details (Name of contact person, organization name, email address and contact number).
- Self-declaration on company's letterhead confirming that supplier is not on the UN sanctioned list.

**6. Inspection:**

Inspection of goods will be applicable upon delivery to the final destination and will be advised at the time of purchase. The inspection will be arranged and paid by UNHCR. Please note that inspection charges resulting from the supplier's default will be charged directly to the supplier. The place of inspection shall be notified by UNHCR at time of contracting (Purchase order).

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 technically evaluated and responsive offer which meets UNHCR requirement.

Thank you for your kind attention.

Shahzad Khan Bangash  
Supply Officer  
UNHCR Sub Office  
Aleppo, Syria

