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DATE: 13/09/2023

REQUEST FOR QUOTATION: No. RFQ/HCR/SYR/23/67

FOR THE SUPPLY AND DELIVERY OF GENUINE TONER CARTRIDGES TO THE  
UNHCR ALEPPO SUB OFFICE IN SYRIA

QUOTATION TO BE RECEIVED BY: 27/09/2023 – 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 the following: Supply and Delivery of Genuine Toner Cartridges to the UNHCR Aleppo Sub Office in Syria, specified in this Request for Quotation (RFQ).

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

- Annex A: The requirements / Items descriptions.
- Annex B: Financial Offer form please fill, sign, and stamp.
- Annex C: UNHCR Vendor Registration form for Commercial Suppliers – HVP, please fill, sign, and stamp.
- Annex D: UNHCR's General Conditions of Contracts for the Provision of Goods Rev. July 2018.
- Annex E: UN Supplier Code of Conduct.
- Annex F: Declaration of Eligibility – please fill, sign, and stamp.

#### 1. REQUIREMENTS:

- **Description**, the following Genuine Toner Cartridges:
  - HP 59A LaserJet Toner Cartridge, Black, 3,000 pages.
  - Samsung MLT-R116 Imaging Drum Unit, SV134A.
  - Samsung MLT-D116L High Yield Black Toner Cartridge, SU832A.
- **Required Quantity:**
  - HP 59A LaserJet Toner Cartridge, Black, 3,000 pages, QTY: 58 Boxes.
  - Samsung MLT-R116 Imaging Drum Unit, SV134A, QTY: 15 Boxes.
  - Samsung MLT-D116L High Yield Black Toner Cartridge, SU832A, QTY: 24 Boxes.
- **Delivery Terms and location:** DDP (Delivered Duty paid) – Aleppo City.
- **Packing and Transport details:** In compliance with the standard packing requirements of the manufacturer, goods must be adequately packed and secured to meet the requirements of the transport mode and to withstand any rough handling during transit to the final destination.

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

- **Delivery time (After receipt of order):** please specify the delivery time in your offer. Please refer to Annex B "Financial offer Form".

Please include the following price information in your quote / Annex B "Financial Offer Form":

- **Currency of the offer:** SYR (Syrian Pounds) or EURO.
- **Item Cost:** Based on the incoterms DDP (Delivered Duty paid) – Aleppo City.
- **Total Cost for goods (all inclusive):** Your financial offer under this RFQ shall be detailed in the financial offer form attached hereto as Annex B.

It's essential to emphasize that UNHCR will not accept offers from companies that have not submitted the following mandatory requirements:

- a) Valid Business/Commercial Registration Certificate.
- b) Valid Commercial Bank account,
- c) Name of the company should match the bank account.
- d) Financial Statements/Audit reports of the last two years 2022-2021 (Regret letter is not Acceptable)
- e) Annex C, the vendor registration form for Commercial Suppliers – HVP filled, dully signed, and stamped.
- f) Acknowledgement and acceptance of UNHCR's General Conditions of Contracts for the Provision of Goods Rev. July 2018.
- g) Acknowledgement and acceptance of UN Supplier Code of Conduct
- h) Annex F, the Declaration of Eligibility filled, dully signed, and stamped.
- i) Customs Declaration of the required items (If applicable).

## 2. Request for 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 [alzeghar@unhcr.org](mailto:alzeghar@unhcr.org).

The deadline for receipt of clarification is 20/09/2023 - 15:00 hrs Syria local time.

## 3. RFQ Submission

We would appreciate receiving your quotation on or before: **Wednesday 27/09/2023 – 16:00 hrs. Syria Local Time.**

We would appreciate receiving your quotation in English language.

Quotation should be submitted by email **ONLY** and must contain all **required documents**.

Bidders are requested to submit their quotation **ONLY** to: [syralsup@unhcr.org](mailto:syralsup@unhcr.org)

Please note the following guidelines for electronic submissions:

- RFQ/HCR/SYR/23/67
- 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.
- It's the company / Bidder responsibility to verify that his offer has been received properly before the deadline.



- Please indicate the following in the e-mail subject field: RFQ/HCR/SYR/23/67 for the Supply and delivery of Genuine Toner Cartridges to the UNHCR Aleppo Sub Office in Syria.

#### **4. Evaluation of Quotation:**

Your offer will be evaluated based on the following criteria:

- Technical compliance with the required items as per Annex A "The Requirements"
- Compliance with the required incoterms: DDP (Delivered duty paid) – Aleppo City.
- All-inclusive unit price (submitted unit price and total cost), Annex B "Financial Offer Form".
- Compliance with submitting all required and mandatory supporting documents.
- The contract will be awarded to the lowest technically evaluated and responsive offer which meets UNHCR requirement.

Your quotation must be valid as least for **/30/** days. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods, receipt of the invoice (and supporting documents) and acceptance thereof by UNHCR.

Any Purchase Order (PO) issued as a result of this RFQ will be made in the currency of the winning offer(s). 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, as per the contract/PO terms and conditions covering the goods part of this tender, 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.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders through email.

Thank you for your kind attention.

  
Date: 2023.09.13  
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+03'00'  
  
**Ruba Al Zeghari**  
**Supply Officer**  
**UNHCR**  
**Aleppo Sub Office, Syria**