



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 17/09/2023

REQUEST FOR QUOTATION No. RFQ/YEMSA/SUP/2023/72

Provision of Customs Clearance and Re-export Services of 8 Soft Skin Motor Vehicles to UNHCR from Aden Sub-office, Aden, Yemen

QUOTATION TO BE RECEIVED BY: 02/10/2023 @ 23:59 hrs (11:59 PM) Yemen time.

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950, by the United Nations General Assembly, requests your price quotation for the Provision of Customs Clearance and Re-export Services of 8 Soft Skin Motor Vehicles to UNHCR from grounded at Aden Sub-office, Aden, Yemen, as specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

- **Type services/goods and deliverables:** Provision of Customs Clearance and Re-export Services of 8 Soft Skin Motor Vehicles to UNHCR from grounded at Aden Sub-office, Aden, Yemen.
- **Location:** Yemen – Aden Sub-Office, Yemen
- **Duration/Frequency of Services:** The service/goods will be ordered once.
- **Delivery lead time:** To be confirmed by bidders.
- **Warranty/Guarantee:**
 - Each bidder must provide Guarantees and warranties per requirement in Annex A

The disposal service requirements under this RFQ are detailed in the Technical Offer forms attached hereto as **Annex A** "Technical Information."

Your overall quotation shall consist of:

- Technical Offer (as per **Annex- A** "Technical Offer Form") and
- Financial Offer (as per **Annex- B** "Price Offer Form").

2. FINANCIAL OFFER

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

- **Currency: USD**
- *Your financial offer under this RFQ shall be detailed in the Price Offer Form attached hereto as **Annex- B**.*

UNHCR is exempted from all direct taxes and customs duties. The quoted price shall be provided without VAT, but the amount shall be clearly separately indicated.

3. BIDDING INFORMATION:

• RFQ DOCUMENTS

The following annexes form an integral part of this Request for Quotation (RFQ):

- **Annex A:** Technical Offer Form – Provision of Customs Clearance and Re-export Services of 8 Soft Skin Motor Vehicles to UNHCR from grounded at Aden Sub-office, Aden, Yemen.
- **Annex A-1:** Scope of Work for Customs Clearance and Re-export Services of 8 Soft Skin Motor Vehicles to UNHCR from grounded at Aden Sub-office, Aden, Yemen.
- **Annex B:** Financial Offer Form - Provision of Customs Clearance and Re-export Services of 8 Soft Skin Motor Vehicles to UNHCR from grounded at Aden Sub-office, Aden, Yemen.
- **Annex C:** E-Tender Box Supplier guidelines (English)
- **Annex C1:** E-tender Box Supplier guidelines (Arabic)
- **Annex D:** Vendor Registration Form
- **Annex E:** UNHCR General Conditions
- **Annex F:** UN Supplier Code of Conduct

IMPORTANT:

Please carefully read the e-TenderBox user manual attached as Annex-C&C1 for submission of your technical and financial proposals – Offers submitted in any other manner will be disqualified.

4. Technical and Financial evaluation:

Technical evaluation.

All valid Technical Offers from the Bidders received in response to this RFQ will be evaluated using the PASS/FAIL system based on the following Eligibility and technical Evaluation Criteria:

I. Eligibility CRITERIA	Merit "PASS / FAIL"
1. Business registration: Provide a valid business registration certificate, and/or licenses (issued by the pertinent authorities) in Clearance, Forwarding, import, export, and re-export .	Non-discretionary "PASS/FAIL"
2. Vendor registration: If your company is not registered with UNHCR, you must complete, sign, and submit the Vendor Registration Form (Annex D) with your technical proposal.	Non-discretionary "PASS/FAIL"
3. UNHCR General Conditions: Acknowledgment of UNHCR General Conditions (by signing Annex E)	Non-discretionary "PASS/FAIL"
4. UN Supplier Code of Conduct: Acknowledgement of the UN Supplier Code of Conduct (by signing Annex F)	Non-discretionary "PASS/FAIL"

II. TECHNICAL EVALUATION CRITERIA	Merit "PASS / FAIL"
1. Conformity of the offered service with UNHCR's information about the vehicles detailed in the Technical Offer forms attached hereto as Annex- A (scope of work)	Non-discretionary "PASS/FAIL"
2. Company's experience in the field of Clearance, forwarding, import, export, and re-export during the past two (2) or more years: verifiable through documented evidence by making available a minimum of two (2) or more signed/stamped contracts or work orders or Purchase Orders (POs) .	Non-discretionary "PASS/FAIL"
3. Bidder offered the warranty covering damage liability for the re-export of the vehicles.	Non-discretionary "PASS/FAIL"

Financial evaluation:

The financial component will be analyzed only for those suppliers whose technical offers fully meet the UNHCR requirements set forth in this tender. Financial bids from technically qualified suppliers will be evaluated based on:

- Technical Competitiveness of the quoted prices.
- Total overall cost.

5. RFQ SUBMISSION

The proposals must bear your official letterhead, clearly identifying your company name.

Bids should be submitted by file and uploaded to e-TenderBox, the online bid registration tool of UNHCR. The e-TenderBox can be accessed via the following URL:

<http://etenderbox.unhcr.org>

To use e-TenderBox, registration on the website is required. This registration is exclusively for e-TenderBox and does not replace any other registration with UNHCR.

A supplier should have only one registered email account in the system. The supplier must use only that e-TenderBox account for managing its offers to UNHCR.

If the password is forgotten that account can no longer be used, and new registration is required. The e-TenderBox Registration Guide and Use Manual are available at the above URL and provided as annexes to this RFQ.

Uploaded files can be amended by the Supplier while the tender is open. The selected files for upload are submitted when the 'Save & Submit' button is clicked on. Therefore, this button must be clicked before the deadline expires. If done so, the selected files will be submitted and uploaded successfully even if the deadline expires during the file upload. The Supplier is responsible for ensuring that all files of the final offer are submitted by the tender expiration deadline.

Once the deadline for submission has expired, the bid will be automatically closed, after which the uploaded files can be reviewed, but options for additional upload and deletion of previously uploaded files are not available anymore. To ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline.

TENDER CLOSING DEADLINE: 02/10/2023 @ 23:59 hrs (11:59 PM) Yemen time

Your quotation must be valid at least for [90] days.

6. TERMS OF PAYMENT

Payment will be made in accordance with the UNHCR General Conditions of Contract. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods/service and acceptance thereof by UNHCR, presentation of the original invoice, and acceptance by UNHCR of the goods delivered in accordance with the description of requirements as per the samples provided.

David Rusinga D R

David Rusinga,
Supply Officer
UNHCR Yemen