

DATE: 26 September 2023

REQUEST FOR QUOTATION: No. 2023/RFQ/163

**FOR THE SUPPLY AND DELIVERY SMART AC MANAGEMENT SENSORS FOR UNHCR
GLOBAL MOBILITY AND INFRASTRUCTURE SERVICES (GMIS) based in Geneva,
Switzerland**

QUOTATION TO BE RECEIVED BY: 09.10.2023 at 12:00 hrs. CET 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 the **Supply and delivery of 85 (eighty-five) smart sensors for AC management** for UNHCR Office in Geneva, Switzerland as specified on Annex A – Technical Specifications, enclosed to this Request for Quotation (RFQ).

1. REQUIREMENTS

DESCRIPTION: SUPPLY AND DELIVERY OF SMART SENSORS FOR AC MANAGEMENT, as per the following annexes:

1. Annex A – Technical Specifications
2. Annex B - Financial offer form
3. Annex C - General Conditions of Contracts for Provision of Goods (2018)
4. Annex D - UN Supplier Code of Conduct
5. Annex E - Vendor Registration Form
6. Annex F- AC Type and Brands

LOCATION:

Goods to be delivered to:
94, rue de Montbrillant, CH-1202 Geneva, Switzerland

DELIVERY:

Incoterms 2010 – DAP (Delivered At Place)

IMPORTANT REQUIREMENTS:

- UNHCR prefers that the supply and delivery of the sensors is completed no longer than ten (10) days upon issuance of Purchase Order (PO).
- Value Added Tax (VAT) registration certificate.
- Submit a written confirmation of acceptance of UNHCR General Conditions of Contracts for Provision of Goods (Annex C), including payment in USD which is within 30 days from the date of receipt of invoices following satisfactory delivery of goods/services.
- Submit a written confirmation of acceptance of UN Supplier Code of Conduct (Annex D).
- Fully completed, signed, stamped, and dated Vendor Registration Form (Annex E).

Please note that UNHCR has tax and duty exemption status. The details on required shipping documents and their processing (for Bidders having VAT payer status) are described in Annex F.

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

For this purpose, UNHCR may award a Purchase Order for goods. The successful bidder will be required to maintain their quoted price model for the duration of the Purchase Order.

Please note that the types of requested goods have been stated to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will require the totality of the requested goods. The actual quantity of requested goods may vary and will depend on the actual requirements and funds available regulated by issuance of the Purchase Order for this request.

Please note that all offers will be evaluated against the requirements set in Annex A and the prices quoted in Annex B. The contract shall be awarded to the lowest priced offer best meeting the stated requirements.

Bidders are encouraged to provide alternative offer(s); however UNHCR will only award one option. Alternative offers not complying with the mandatory criteria in Annex A will not be considered

2. RFQ SUBMISSION

The following annexes form an integral part of this RFQ:

1. Annex A - Technical Specifications
2. Annex B - Financial offer form
3. Annex C - General Conditions of Contracts for Provision of Goods (2018)
4. Annex D - UN Supplier Code of Conduct
5. Annex E - Vendor Registration Form
6. Annex F –AC Types and Brands

Bidders are required to submit any request for clarification in respect of this RFQ by e-mail to Supply Unit at anayavil@unhcr.org and copy hajdinif@unhcr.org

The deadline for receipt of questions for clarification: 02/10/2023 at 12:00 hrs CET time.

Offers shall be submitted on or before **09/10/2023 at 12:00 hrs CET time** by e-mail to anayavil@unhcr.org and copy hajdinif@unhcr.org

Kindly note that only offers sent to the above-mentioned email addresses will be evaluated under this RFQ.

Please note that the UNHCR e-mail policy 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.

Please indicate in the e-mail subject field:

- 2023 RFQ /163
- Name of your company
- Number of e-mails that are sent (example: 1/2, 2/2 etc.)

Example: XXX/RFQ/2023_XXX, Company A, e-mail 1 of 2

The bidders are requested to maintain price(s) and quotations must be valid for at least 30 days. Once the tender is closed, bidders who submitted offers are not allowed to change offers. Therefore, you are reminded to prepare your offer keenly. The standard payment terms of UNHCR is 30 days upon satisfactory delivery of goods and acceptance thereof by UNHCR. Payment shall be in USD

DOCUMENTS TO BE SUBMITTED:

1. A copy of valid Company/Business Registration Certificate, VAT Registration Certificate, and other relevant licenses for provision of requested goods.
2. Signed and stamped **Annex A – Technical Specifications for supply and delivery of smart sensors for AC management**. By signing/stamping this Annex, you acknowledge to have read, understood, and committed to the requirements in this Annex.
3. Completed, signed, and stamped **Annex B – Financial Offer form**.
4. Signed and stamped **Annex C - UNHCR General Conditions of Contracts for Provision of Goods** (Rev. 2018). You must clearly indicate in your quotation that you accept them and sign the last page of this Annex C.
5. Signed and stamped **Annex D - UN Supplier Code of Conduct**. You must clearly indicate in your quotation that you accept them and sign the last page of Annex D.
6. Completed, signed, and stamped **Annex E – UNHCR Vendor Registration Form**.



Signature

Martine Israel

Head of Unit

HQ Procurement

Supply Management Service

UNHCR Global Service Centre