

DATE: 16 October 2023

REQUEST FOR QUOTATION: No. RFQ/HCR/SYR/23/83

**SUPPLY, DELIVERY AND INSTALLATION OF 80 KVA GENERATOR FOR UNHCR
ALEPPO SUB OFFICE, SYRIA**

QUOTATION TO BE RECEIVED BY: 31 October 2023 - 23:59 hrs Syria Local Time

INTRODUCTION TO UNHCR

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 Supply, delivery and installation of 80 KVA Generator for UNHCR Aleppo Sub Office, Syria, specified in this Request for Quotation (RFQ) documents (and Annex A).

REQUIREMENTS

Description: Supply, delivery and installation of 80 KVA Generator for UNHCR Aleppo Sub Office, Syria.

IMPORTANT: technical specifications of the items are detailed in **Annex A** of this document.

Important: the supplier should be responsible for the transportation of items up to all sites locations specified in this RFQ and should arrange all logistics and obtain approvals from the Syrian authorities related to delivery and transportation up to the final destinations. In addition, providing Customs Declaration (البيان الجمركي) and the Syrian competent authorities approvals is a MUST.

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

- Annex A: Technical Specifications
- Annex B: Technical Offer Form - *please fill-up, sign and stamp.*
- Annex C: Financial Offer Form - *please fill-up, sign and stamp.*
- Annex D: Vendor Registration Form – *please fill-up, sign and stamp.*
- Annex E: UNHCR General Conditions of Goods and Services (rev. July 2018). Please read and acknowledge acceptance by signing on the Declaration of Eligibility (Annex G) - *please sign and stamp.*
- Annex F: UN Supplier Code of Conduct. Please read and acknowledge acceptance by signing on the Declaration of Eligibility (Annex G) - *please sign and stamp.*
- Annex G: Declaration of Eligibility- *please fill-up, sign and stamp.*

SUBMISSION CONTENT:

- **Commercial/registration documents:**
 - **ANNEX D:** Vendor Registration Form - *please fill-up, sign, and stamp*
 - **ANNEX E:** UNHCR General Conditions of Contracts for Goods and/or Services (Rev. July 2018) in English and Arabic versions, in case of inconsistencies between the two versions, the

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

English version shall prevail - *please read and acknowledge acceptance by signing on the Declaration of Eligibility (Annex G)*

- **ANNEX F:** UN Supplier Code of Conduct - *please read and acknowledge acceptance by signing on the Declaration of Eligibility (Annex G)*
- **ANNEX G:** Declaration of Eligibility - *please fill-up, sign and stamp*
- **REQUIRED SUPPORTING DOCUMENTS (documentary evidence):**
- Business/Commercial Registration Certificate
- Audited Financial reports of the last two fiscal years Company Profile (company history, list of products and services offered, list of clients, etc.)
- Joint Ventures are only accepted in case the JV has its own legal entity with its own legal business registration and banking account in JVs name.

Companies who are not yet registered and are interested in doing business with UNHCR Syria must fill-up and submit the Vendor Registration Form (Annex D) annexed to this document and submit all required documentation. 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.

BANK ACCOUNT

UNHCR will **not accept** offers from companies which do not have the following required information in the **Vendor Registration Form (Annex D)**:

- Commercial bank account details (registered name of the company should match with the name of the bank account)

لا يتخذ بالعروض المقدمة من الشركات التي لا تمتلك حساباً مصرفياً تجارياً أو في حال عدم تطابق اسم الشركة الوارد في السجل التجاري مع اسم الحساب المصرفي

• **Technical offer**

The following details shall be provided in the Technical Offer:

- **Technical specifications:** The bidder has to fill the Technical Offer Form (Annex B) with the details of the technical specification of the offered products, which have to be in compliance with Annex A.
- **Incoterms:** The International Chamber of Commerce Incoterms 2010 shall apply for this RFQ and for any resulting purchase orders(s) (DDP). The applicable INCOTERM shall be DDP - the assigned location is Hanano Bakery located in Hanano neighborhood - Aleppo city, Syria (for goods and services).
- **Data Sheet/ Catalogues/ Brochures** of the products to be submitted (English or Arabic).
- **Quality Certificates** and standards of items as stated in Annex A to be submitted.
- **Delivery time:** delivery lead-time (including mobilization time and installation) in days, taking into consideration that the requested of delivery and installation date is last week of December 2023.
- **Warranty:** The bidder is required to provide defects and liability period with terms of warranty on the products being offered which should be valid for at least one (1) year.
- **Sanctions List:** Your declaration of eligibility in **Annex G** should contain your confirmation that your company is not on the United Nations Security Council Sanctions List.

• **Financial offer**

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
- Total Cost (all inclusive):
- Acceptance of validity of quotation for 90 calendar days
- Acceptance of standard payment terms 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.

IMPORTANT:

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. As the final destination of goods/services will be Syria, it is the bidder's responsibility to make sure that the bidder is eligible for business according to local Syrian regulations. Moreover, it is also the bidder's responsibility to make sure that the quoted goods/services are eligible for business according to local Syrian regulations, including (but not limited to) securing importing approvals according to the Syrian Government regulations.

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 حساباً مصرفياً تجارياً أو في حال عدم تطابق اسم الشركة الوارد في السجل التجاري مع اسم الحساب المصرفي

The current UN exchange rate can be accessed on:

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

Prices must remain the same in case of partial or complete award.

You are requested to hold ***your offer valid for 90 days*** from the deadline for submission. UNHCR will make its best effort to select a company within this period. UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

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, as per the contract/PO terms and conditions covering the goods and services 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.

REQUESTS FOR CLARIFICATION**- CLARIFICATIONS:**

Bidders are required to submit any request for clarification or any questions in respect of this RFQ by e-mail to syralsup@unhcr.org

The deadline for receipt of questions is 23 October 2023 at 23:59 hrs. local time.



UNHCR will compile the questions received by emails and will respond to all bidders participating in the tender competition, shortly after the query deadline.

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 **31 October 2023 at 23:59 hrs Syrian Local Time** by E-Mail in PDF format to syralsup@unhcr.org

Please indicate in the e-mail subject field:

- RFQ-HCR-SYR-2023-83
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

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.

EVALUATION:

Your offer will be evaluated based on the following criteria:

- a) Compliance with Annex A -Technical Specifications.
- b) Minimum required warranty for items as stated in Annex A.
- c) All-inclusive unit price (submitted unit price and total cost).
- d) Delivery Lead Time (taking into consideration that the requested of delivery and installation date is last week of December 2023).
- e) Incoterms: The applicable INCOTERM shall be DDP UNHCR - the assigned location is Hanano Bakery located in Hanano neighborhood - Aleppo city, Syria (for goods and services).

 Date:
2023.10.17
09:08:40
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Ruba Al Zeghari
Supply Officer
UNHCR Syria Operation