

**DATE: 19/10/2023**

**REQUEST FOR QUOTATION No. RFQ/YEMSA/SUP/2023/77**

**Supply & Installation of Adjustable Electrical Office Desks and Office Furniture**

**QUOTATION TO BE RECEIVED BY:**

**Sunday 29/10/2023 @ 23:59 hrs (11:59 PM), Yemen Local 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 quotation for the **Supply & Installation of Adjustable Electrical Office Desks and Office Furniture**.

**1. REQUIREMENTS**

Supply and Installation of adjustable electrical office desk & Supply of Office Furniture

No	Description	Specification	UOM	Quantity
1	Adjustable Electrical Office Desks	Specification as per Annex A1	PCs	20
2	طاولات كمبيوتر مكتبي	Specification as per Annex A2	PCs	40
3	كراسي	Specification as per Annex A2	PCs	40
4	ملفات بوكس	Specification as per Annex A2	PCs	4,000
5	رفوف أرشيف مع المسامير والمثلثات	Specification as per Annex A2	Lot	1600
6	أعمدة أرشيف مع المسامير والمثلثات	Specification as per Annex A2	Lot	1200
7	مكتب حرف L	Specification as per Annex A2	PCs	4
8	مراوح سقف	Specification as per Annex A2	PCs	20
9	كراسي انتظار	Specification as per Annex A2	PCs	24
10	برادة ماء +4 ديب فاضيه	Specification as per Annex A2	Lot	4
11	دواليب ارشفة اليوكسات	Specification as per Annex A2	PCs	20

Please refer to **Annex A1 & A2** for more detailed information for technical specifications

- **Specifications:** As per attached Annex-A1 & A2.
- Delivery point: DDP with installation to Sana'a Office
- Catalogues: All bidders must submit their offer in Annex B
- Warranty: Minimum 24 months the vendor offered seller's warranty for the supplied equipment.

**2. TECHNICAL OFFER**

- Your technical offer under this RFQ shall be detailed in the Technical Offer Form attached hereto as **Annex-B**.
- The technical component of the submission will be evaluated using the criteria **PASS or FAIL for each product (Line item)** conforming

to the given specification in Annex A1 & A2, offered specification & photos in Annex B, and physical inspection for each item in the site visit

- In order to facilitate the technical evaluation process, it is essential that each bidder adheres to the following requirements:

1. **Supplier Acceptance:** Bidders to acknowledge their acceptance to deliver the items in accordance with the specifications outlined in Annex A1 and Annex A2. This should be done by signing and stamping Annex A1 page 1 & 2.
2. **Offered Items Specification & Photos:** Bidders are requested provide the offered specification and to include photos of each item in **Annex B** Technical Offer Form, which show the items they are offering.
3. **Physical Inspection:** offered items should be available in the bidder's showroom or warehouse (**in one location in Sana'a**), as a site visit will be conducted at the bidder's showroom or warehouse to conduct a thorough physical evaluation of the items., to ensure that the offered items align with the offered photos and meet the specifications outlined in the tender.

### 3. **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 C***
- *Delivery place: INCOTERM DDP UNHCR Country Office, Algeria Street, Sanaa*

### 4. **BIDDING INFORMATION:**

- **RFQ DOCUMENTS**

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

Annex A1:	Technical Specification
Annex A2:	Technical Specification
Annex B:	Technical Offer Form
Annex C:	Financial Offer Form
Annex D1:	E-Tender Box Supplier guidelines (English)
Annex D2:	E-Tender Box Supplier guidelines (Arabic)

#### **IMPORTANT:**

Please carefully read the e-TenderBox user manual attached as Annex-D1 & D2 for submission of your technical and financial proposals – Offers submitted in any other manner may 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 PASS/FAIL system based on the following Eligibility & Technical Evaluation Criteria:

I. Eligibility CRITERIA	Merit "PASS / FAIL"
<b>1. Business registration:</b> presented a <b>valid business registration</b> certificate, and/or licenses (issued by the pertinent Yemeni authorities) in <b>general trading, furniture, home and office tools, household equipment and related areas</b>	<b>Non-discretionary "PASS/FAIL"</b>

II. TECHNICAL EVALUATION CRITERIA	Merit "PASS / FAIL"
<b>Conformity of the offered equipment/items</b> to the given specification in Annex A1 & A2, offered specification & photos in Annex B, and physical inspection for each item in the site visit	<b>Non-discretionary "PASS/FAIL"</b>

In order to facilitate the technical evaluation process, it is essential that each bidder adheres to the following requirements:

- 1. Supplier Acceptance:** Bidders to acknowledge their acceptance to deliver the items in accordance with the specifications outlined in Annex A1 and Annex A2. This should be done by **signing and stamping Annex A1 page 1 & 2.**
- 2. Offered Items Specification & Photos:** Bidders are requested provide the offered specification and to include photos of each item in **Annex B** Technical Offer Form, which show the items they are offering.
- 3. Physical Inspection:** offered items should be available in the bidder's showroom or warehouse (**in one location in Sana'a**), as a site visit will be conducted at the bidder's showroom or warehouse to conduct a thorough physical evaluation of the items., to ensure that the offered items align with the offered photos and meet the specifications outlined in the tender.

##### **Financial evaluation:**

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

- Competitiveness of the quoted prices;
- Total overall cost for each line item or total for all items.

**The procurement award has the potential to be granted to multiple bidders.**

#### **2. RFQ SUBMISSION**

The proposals must bear your official letter head, clearly identifying your company name, including the signed scanned **Annex A** , **Annex B** and **Annex C**

Bids or Offer Proposal 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.

In case the password is forgotten that account cannot be used anymore, 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. It is the Supplier's responsibility to ensure that all files of the final offer are submitted by the tender expiration deadline.

Once the deadline for submission is 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:**

**Sunday 29/10/2023 @ 23:59 hrs (11:59 PM), Yemen Local Time**

**Your offer must be valid at least for 90 days.**

**3. 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 services and acceptance thereof by UNHCR, presentation of original invoice and acceptance by UNHCR of the services delivered in accordance with the technical description of requirements provided.

*David Rusinga* *DR*

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David Rusinga,

Supply Officer  
UNHCR Yemen