



UNHCR

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

DATE: 15/11/2023

REQUEST FOR QUOTATION: No. RFQ/HCR/SYR/23/96

**Provision of Renovation work for the UNHCR Aleppo Office Reception Area and
Expansion work for the Guards Room**

QUOTATION TO BE RECEIVED BY: 3/12/2023 – 23:59 hrs, Syria Local 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 following: Provision of renovation work for the UNHCR Aleppo Sub Office reception area and expansion work for the guards room, specified in this Request for Quotation (RFQ).

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

- Annex 1: Bill of Quantities and technical specifications (BoQs).
- Annex 2: Scope of Works (SoWs).
- Annex 3: Layouts and Drawings.
- Annex 4: Technical Offer Form.
- Annex 5: Financial Offer Form.
- Annex 6: General Conditions of Contracts for Civil works 2000 – October.
- Annex 7: General Conditions of Contracts for the provision of Goods and services (July 2018).
- Annex 8: Vendor Registration Form.
- Annex 9: UN Supplier Code of Conduct
- Annex 10: Declaration of Eligibility
- Annex 11: Guidelines for UNHCR Suppliers, how to use the supplier portal.

1. REQUIREMENTS:

- **Description of the Requirements:** Provision of renovation work for the UNHCR Aleppo Sub Office reception area and expansion work for the guards' room.
- **Required Quantity:** Please Refer to Annex -1- (BoQs), and Annex -2- Scope of Works (SoWs).
- **Delivery Terms and location:** DDP (Delivered Duty paid) – UNHCR Aleppo Sub Office that located at the following address:
UNHCR ALEPPO SUB OFFICE
BUILDING NO.42, Omayyad Street, Old Shahba'a
ALEPPO, SYRIAN ARAB REPUBLIC
- **Delivery time (After receipt of order and handover the site by the UNHCR):** Maximum accepted delivery time is **45 days**. please specify the delivery time in your offer.

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

Please include the following price information in your quote / Annex 5 "Financial Offer Form":

- **Currency of the offer:** Preferable SYR (Syrian Pounds) or EURO.
- **Item Cost:** Based on the incoterms DDP (Delivered Duty paid) – UNHCR Aleppo Sub Office.
- **Total Cost for goods & Services (all inclusive):** Your financial offer under this RFQ shall be detailed in the financial offer form attached hereto as Annex 5.

It's essential to emphasize that UNHCR will not accept offers from service providers 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 8, the vendor registration form for Commercial Suppliers – HVP filled, dully signed, and stamped.
- f) Acknowledgement and acceptance of General Conditions of Contracts for Civil works 2000 – October.
- g) Acknowledgement and acceptance of General Conditions of Contracts for the provision of Goods and services (July 2018).
- h) Acknowledgement and acceptance of UN Supplier Code of Conduct.
- i) Annex 10, the Declaration of Eligibility filled, dully signed, and stamped.

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 with copy to alzeghar@unhcr.org.

The deadline for receipt of clarification is 30/11/2023 - 15:00 hrs Syria local time.

3. RFQ Submission

We would appreciate receiving your quotation on or before: **Sunday 3/12/2023 – 23:59 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

Please note the following guidelines for electronic submissions:

- RFQ/HCR/SYR/23/96
- 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/23/96 for the Provision of renovation work for the UNHCR Aleppo Sub Office reception area and expansion work for the guards' room.

4. Evaluation of Quotation:

Your offer will be evaluated based on the following criteria:

- Technical compliance with the Requirements/Bill of Quantities mentioned in Annex - 1-, and Scope of works mentioned in Annex -2-.
- All-inclusive unit price (submitted unit price and total cost), Annex 5 "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: 2023.11.15 14:08:50 +03'00'
Ruba Al Zeghari
Supply Officer
UNHCR
Aleppo Sub Office, Syria



