

DATE: 20/11/2023

**REQUEST FOR QUOTATION No. RFQ/YEMSA/SUP/2023/96
FOR THE SUPPLY, DELIVERY OF EMERGENCY FOOD AND NON-FOOD
ITEMS**

QUOTATION TO BE RECEIVED BY:

28/11/2023 AT 23:59 hrs 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 supply, delivery of emergency food and non-food items as specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

- **Description:** Supply, delivery of emergency food and non-food items for UNHCR offices (Aden & Hoddaidah).

Lot 1- Hoddaidah:

#	Item	#	Item
1	Water	14	Cereal
2	Dates	15	Head-torch light + batteries
3	Digestive Biscuits	16	DC/AC converter
4	Cornflex	17	Disposable cups
5	Semsem Tahina	18	Disposable plates
6	Juice	19	Disposable bowls
7	Tuna	20	Disposable spoons
8	Milk	21	Soap
9	Cheese	22	Washing powder
10	Nido Milk	23	Hand Sanitizers
11	shaborah biscuits	24	Sanitary pads
12	Toilet papers	25	Wet wipes for adults
13	Tissues	26	Garbage bags

Lot 2- Aden:

#	Item	#	Item
1	Water	10	Soap
2	Dates	11	Washing powder
3	Digestive Biscuits	12	Hand Sanitizers
4	Cereal	13	Sanitary pads
5	Head-torch light + batteries	14	Toilet papers
6	DC/AC converter	15	Tissues
7	Disposable cups	16	Wet wipes for adults
8	Disposable plates	17	Garbage bags
9	Disposable bowls	18	Disposable spoons

- **Specifications and Quantities:** As per attached **Annex-A**.
- **Delivery point:** DDP UNHCR Hoddaidah & Aden Offices.
- **Delivery time:** 1 week after receiving the PO.
- **Samples:** All bidders must submit a sample for each item which could be used as a receiving note.
- **Expiry date:** Food items should be valid for longer than six months from the date of storage.

Bidders may bid for only one of the Lots or for both. All items within the Lot(s) bid on need to be offered in a supplier bid (partial Lots are not acceptable) otherwise the bid may be disqualified.

2. SAMPLES SUBMISSION

- All samples must be submitted in one box mentioning tender subject, reference number, list of the items, and bidder name to the below address:

A- For Lot one - Hoddaidah Office:

**UNHCR office, Almena St, commercial zone, in front of the health office,
Tel: 712225085.**

B- For Lot two Aden Office:

**UNHCR Sub office Aden : Hoshi Mana St. 27/28 Khormakser, Aden
Tel: 00967 2 235111- 231441- 237618**

- **Deadline for submission samples on 27 Nov 2023. No samples will be accepted after the deadline.**

3. TECHNICAL OFFER

- 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, fail in any item which will not match with the required specification, the supplier will not be qualified for the financial evaluation for that particular item.

- Technical evaluation will be based on the submitted samples.
- Sample submission is a mandatory criterion.

4. 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-B1 & B2**.

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

4. BIDDING INFORMATION:

4.1 RFQ DOCUMENTS

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

- Annex A: Technical Specification
- Annex B1: Financial Offer Form- Lot 1 for Hoddidah
- Annex B2: Financial Offer Form- Lot 2 for Aden
- Annex C1: UNHCR GCC for the Provision of Goods Services (*English*)
- Annex C2: UNHCR GCC for the Provision of Goods Services (*Arabic*)
- Annex D1: UN Supplier Code of Conduct (English)
- Annex D2: UN Supplier Code of Conduct (Arabic)
- Annex E: Vendor Registration Form
- Annex F1: E-TenderBox Supplier guidelines (English)
- Annex F2: E-TenderBox Supplier guidelines (Arabic)

4.2 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"
1. Business registration: presented a valid business registration certificate, and/or licenses (issued by the pertinent Yemeni authorities) in general trading, and/or related areas	Non-discretionary "PASS/FAIL"

II. TECHNICAL EVALUATION CRITERIA	Merit "PASS / FAIL"
Conformity of the offered items to the given specification in Annex A	Non-discretionary "PASS/FAIL"
Samples submission	Non-discretionary "PASS/FAIL"

4.3 Financial evaluation:

The financial component will be analysed 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:

- 5 Competitiveness of the quoted prices.
- 6 Total overall cost.

5. RFQ SUBMISSION

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

All suppliers should have valid registration documents (Business registration, tax, Zakah, etc)

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>

IMPORTANT:

Please carefully read the e-TenderBox user manual attached as Annex-F1 & F2 for submission of your technical and financial proposals – Offers submitted in any other manner will be disqualified.

In order 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. In order to ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline.

Your offer shall comprise the following two sets of documents:

- *Technical Offer as per Annex-A and samples.*
- *Financial Offer.*

6. Content of the TECHNICAL OFFER

IMPORTANT:

No pricing information should be included in the technical offer. The technical offer should contain all information required.

The Technical Specification of items requested by UNHCR under this tender can be found in **Annex A**. Clearly state and disclose any discrepancies with the specifications given.

7. Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in **US Dollars**.

The Financial offer is to be submitted as per the Financial Offer Form (Annex B1&B2).

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

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

TENDER CLOSING DEADLINE: 28th Nov 2023 23:59 PM (Yemen time)

8. INFORMATION FOR BIDDERS:

- Inspection may be applicable and will be advised at time of purchase and arranged by UNHCR. Inspection will be executed at the point of arrival.
- UNHCR reserves the right to cancel the PO if the supplier failed to deliver the right item.

9. TERMS OF PAYMENT

Payment will be made in accordance with the UNHCR General Conditions of Contract **Annex D1&D2**. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods and acceptance thereof by UNHCR, presentation of original invoice and acceptance by UNHCR of the goods delivered in accordance with the description of requirements as per the samples provided.

10. UNHCR GENERAL CONDITIONS OF CONTRACT FOR THE PROVISION OF GOODS


Please find attached as **Annex-C1&C2** the UNHCR's General Conditions of Contract for the Provision of Goods, July 2018 version, which must be accepted and acknowledged by submitting a signed copy together with your offer or by clearly indicating in your quotation that you accept them. However, please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions of Contract for the Provision of Goods.

11. VENDOR REGISTRATION FORM

If your company is not yet registered with UNHCR, you must fill in, sign and return with your offer the UNHCR Vendor Registration Form attached as **Annex-E**.

If your company is already registered with UNHCR, please submit **Annex-E** as blank, stipulating your UNHCR vendor ID on the form.

UNHCR reserves the right to accept the whole or part of your bid or to allow split or partial awards.



Aman Aligo
Snr Supply Officer
UNHCR Yemen