

**DATE: FRIDAY 16 APRIL 2024**

**REQUEST FOR QUOTATION: No. RFQ/SC/NIGMA/2024/022**

**FOR THE ESTABLISHMENT OF A LOCAL FRAME AGREEMENT FOR SUPPLY OF AIR CONDITIONERS SPARE PARTS AND PROVISION OF PREVENTIVE MAINTENANCE SERVICES AND REPAIRS FOR A PERIOD OF 2+1 YEARS AT UNHCR OFFICES IN MAIDUGURI BORNO STATE, AND YOLA ADAMAWA STATE – NIGERIA.**

**QUOTATION TO BE RECEIVED BY: 29 APRIL 2024 by 12:30 Hrs Local time.**

**IMPORTANT NOTICE ON ETHICAL CONDUCT**

Under no circumstances should a vendor pay UNHCR or a UNHCR Staff Member for the submission of a quotation, bid or proposal or for the fulfilment of a Contract. This includes non-cash gifts or favors to Staff Members. Be aware that if such payment or non-gifts or favors are made, it would result in the immediate termination of the vendor agreement or contract and the vendor would be disqualified from further Request for Quotations/Invitation to Bid/Request for Proposals with UNHCR. You are advised to read and understand the UN Supplier's Code of Conduct specifically its articles 18 to 21 on Ethical Conduct.

The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14,1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well- being of refugees. It also has a mandate to help stateless people.

**1. REQUIREMENTS**

UNHCR Sub Office Maiduguri, invites duly registered companies to submit a firm offer for the establishment of a Local Frame Agreement for supply of Spareparts for Air conditioners and provision of Preventive Maintenance Services of Air conditioners and repairs for a period of 2+ 1years at UNHCR Offices located in Maiduguri - Borno State and Yola, Adamawa State.

The requirements of this RFQ tender is divided into two (2) LOT#s as follows,

- (a) LOT-1 – Supply of spareparts for air conditioners**
- (b) LOT-2 – Provision of preventive maintenance servicing and repairs of air conditioners.**

Quantities for required goods and services may vary and will depend on the actual requirements and funds available regulated by issuance of Purchase Orders. Bidders are required to keep their prices unchanged throughout the Local Frame Agreement period and any proposed changes in unit rates will be notified to UNHCR in advance for prior acceptance or rejection before delivery of the goods/service.

Please note that UNHCR reserves the right to approach one or more bidders in order to establish multiple Frame Agreements having been awarded as a result of this tender and negotiate directly with the Supplier(s) to cater for future requirements of UNHCR or any other UN agencies. Other United Nations Agencies, Funds and Programmes shall be entitled to the same prices and terms as those contained in the offers of the successful bidders and could form the basis for a Frame Agreement with other UN Agencies.

UNHCR reserves the right to accept proposals submitted for all the 2 LOTs or any of the Single LOT of the requirements. The contract award decision will be based on per LOT and bidders are required to apply for either both LOTs or a Single LOT. Applying for partial items or service will lead to disqualification.

UNHCR would like to receive offers from companies experienced in the provision of the above goods and services per LOT.

**The following annexes form an Integral part of this request for quotation:**

**Annex A:** *Technical Offer Form*

**Annex B:** *Technical Specifications Form for Air conditioners per location*

**Annex C:** *Financial Offer Form for Supply of air conditioners spareparts and maintenance services per Office location*

**Annex D:** *Vendor Registration Form (For new Vendors to UNHCR)*

**Annex E:** *UNHCR General Terms and Conditions for Provision of Goods and Services (July 2018 version)*

**Annex F:** *UN Supplier code of conduct*

## **2. QUOTATION SUBMISSION.**

We would appreciate receiving your quotation via mail sent to [nigmasupply@unhcr.org](mailto:nigmasupply@unhcr.org); on or before **29/04/2024 at -12:30 HRs Local time.**

Your quotation must be valid atleast for 90 days. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of services and acceptance thereof by UNHCR.

## **TECHNICAL EVALUATION:**

UNHCR has set a pre-determined technical evaluation criteria that will be applied for this tender. Bidding companies are requested to demonstrate that they pass all criterias by submitting appropriate document as listed below.

S/N.	TECHNICAL EVALUATION FOR SUPPLY OF SPAREPARTS-LOT-1	PASS / FAIL
1.	Company Profile and Qualifications (Minimum of 1-2 pages).	
2.	Bidder should submit company Corporate Registration documents with Corporate Affairs Commission (CAC) and year 2023 Tax Clearance registration documents	
3.	Evidence of the organization's relevant experience in supply of air conditioners spareparts <u>LOT-1</u> . Submit ( Proof of a minimum of 2 years' experience, and attach a minimum of 3 clients maximum 5 Contracts or work orders, or purchase orders with a cumulative total Contracts value of NGN 3,000,000 for the past 2 years).	
4.	Financial audited Statements: The company should submit certified bank statements and/or audited financial statements showing financial transactions for the past 2 years	
5.	<b><u>Commitment letter:</u></b> Bidder should submit a Commitment letter to UNHCR to provide genuine spare parts, stock management and Commitment to Environmental Impact and replacement plan if parts turn out defective.	

6.	<b>Delivery period:</b> Bidder should provide it's proposed delivery period of goods after UNHCR issues a request. UNHCR preferred delivery period is 3 days after placing request for goods.	
7.	Bidding company should state its Warranty period for its supply of spare parts after delivery of Goods UNHCR proposed warranty period is 3 months after delivery of goods/parts.	

#### **TECHNICAL EVALUATION CRITERIA FOR PROVISION OF AC MANTAINENCE SERVICES- LOT-2**

S/N.	TECHNICAL EVALUATION – LOT-2	PASS / FAIL
1.	Company Profile and Qualifications (Minimum of 1-2 pages).	
2.	Bidder should submit company Corporate Registration documents with Corporate Affairs Commission (CAC) and year 2023 Tax Clearance registration documents	
3.	A description of your organization's capacity to provide the service [max 2 pages]; (Proposed resources (Man power & Tools) to carry out required task)	
4.	Evidence of the organization's relevant experience in the provision of air conditioners maintenance and repair services. Submit ( Proof of a minimum of 2 years' experience, and attach a minimum of 3 clients maximum 5 Contracts or work orders, or purchase orders with a cumulative total Contracts value of NGN 3,000,000 for the past 2 years).	
5.	<b>Financial audited Statements:</b> The company should submit certified bank statements and/or audited financial statements showing financial transactions for the past 2 years	
6.	<b>Delivery period:</b> Bidder should provide it's proposed delivery period of services after UNHCR issues a request. UNHCR preferred delivery period is 3 days after request for services.	
7.	Bidding company should state its <b>Warranty period</b> for its maintenance services. UNHCR proposed warranty period is 3 months after delivery of services.	

***N.B: For bidders to be recommended as technically compliant for each LOT the technical offer must score "PASS" in all the above listed technical evaluation criterias under each Goods/services ( LOT1, LOT2 ). Therefore, bidding companies are required to submit all the technical documents requested above. UNHCR will conduct a due diligence physical visit to potential suppliers to inspect companies office locations, to verify maintenance equipments/tools, technical staff, records, stock levels as part for goods as part of it's evaluation process.***

#### **FINANCIAL EVALUATION:**

Please submit your best price offer using Annex C provided. Offers not conforming to the requested formats will not be taken into consideration. Your offer should be exclusive of all direct taxes and duties. A vendor should provide the rates for the requirement in Annex C

- Currency: NGN
- Unit Cost (OTH – Others):
- Discount (if any):
- Additional charge: (if any) please Specify.
- Total Cost for all Services in NGN:
- Delivery Period:
- **Delivered at Place locations:** UNHCR Offices in Maiduguri and Yola per Annex C.
- Validity of the offer:
- Payment Terms:

#### **Note:**

The Local Frame Agreement (s) award (s) decision will be based on the technically qualified bidder(s) quoting the lowest priced offer that meets UNHCR needs in the best manner.

We would appreciate receiving your quotation latest by **Monday 29 April 2024** by **12:30 hrs**. Your offer/quotation must be in **PDF Format** and submitted via email to: [nigmasupply@unhcr.org](mailto:nigmasupply@unhcr.org).

**Requests for Clarifications:**

Bidders can send Requests for clarifications or questions regarding this RFQ tender to email address; [nigmasupply@unhcr.org](mailto:nigmasupply@unhcr.org) by or before close of business 22/04/2024. UNHCR will compile a response and post it on the UNGM before the closure of the tendering period.

Please be aware 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.

The standard payment terms of UNHCR is within **30** days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Thank you for your kind attention.

Paul Kenyi  
Associate Supply Officer  
UNHCR Sub Office Maiduguri,  
Nigeria