

---

DATE: 2<sup>nd</sup> May 2024

REQUEST FOR QUOTATION: No. RFQ/HCR/SYR/24/23

**THE SUPPLY, DELIVERY, AND INSTALLATION OF INTERIOR BACKUP LIGHTING SYSTEM  
IN THREE (3) BUILDINGS AT IBN KHALDOUN PSYCHIATRIC HOSPITAL IN ALEPPO**

QUOTATION TO BE RECEIVED BY: 2<sup>nd</sup> May 2024 – 15:00 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 Assembly<sup>1</sup>, requests your price quotation for the **Supply, Delivery, and Installation of Interior Backup Lighting System in Three (3) Buildings at the Ibn Khaldoun Psychiatric Hospital in Aleppo**, as specified in this Request for Quotation (RFQ).

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

- Annex A: The Technical Specifications / The Bill of Quantities (BoQs).
- Annex B: The Scope of Works.
- Annex C: The Drawings and Plans for the three (3) buildings.
- Annex D: The Technical Offer Form. *please fill, sign, and stamp.*
- Annex E: The Financial Offer Form. *please fill, sign, and stamp.*
- Annex F: UNHCR's Vendor Registration Form for Commercial Suppliers – HVP, *please fill, sign, and stamp.*
- Annex G: UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services Rev. July 2018.
- Annex H: UN Supplier Code of Conduct.
- Annex I: Declaration of Eligibility – *Please fill, sign, and stamp.*
- Annex J: Supplier Portal Guidelines.

**1. REQUIREMENTS:**

- **Description:** Supply, Delivery, and Installation of Interior Backup Lighting System in Three (3) Buildings at the Ibn Khaldoun Psychiatric Hospital in Aleppo
- **Required Quantity:** As specified in **Annex A** (The Technical Specifications / BoQs).
- **Delivery Terms and location:** DDP (Delivered Duty paid) – Aleppo, IBN Khaldoun Psychiatric Hospital.
- **Delivery time (After receipt of order):** please specify the delivery time in your offer (Max accepted delivery lead time three (3) Calendar weeks). Please refer to **Annex E** (Financial offer Form).

Please include the following price information in your quote / Annex E (Financial Offer Form):

---

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



- **Currency of the offer:** Preferably SYR (Syrian Pounds) or EURO.
- **Item Cost:** Based on the incoterms DDP (Delivered Duty paid) – Aleppo, IBN Khaldoun Psychiatric Hospital.
- **Total Cost for goods (all inclusive):** Your financial offer under this RFQ shall be detailed in the financial offer form attached hereto as **Annex E**.

It's essential to emphasize that UNHCR will not accept offers from companies 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 2023-2022 (Regret letter is not Acceptable).
- e) Annex F, the vendor registration form for Commercial Suppliers – HVP filled, dully signed, and stamped.
- f) Acknowledgement and acceptance of UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services Rev. July 2018.
- g) Acknowledgement and acceptance of UN Supplier Code of Conduct
- h) Annex I, the Declaration of Eligibility filled, dully signed, and stamped.
- i) Customs Declaration of the required items (If applicable).

## 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](mailto:mouin@unhcr.org) with copy to [woart@unhcr.org](mailto:woart@unhcr.org).

The deadline for receipt of clarification is 15<sup>th</sup> May 2024 - 23:55 hrs Syria Local Time.

## 3. RFQ Submission:

We would appreciate receiving your quotation on or before: **Wednesday 22<sup>nd</sup> May 2024 – 15:00 hrs. Syria Local Time.**

We would appreciate receiving your quotation in Arabic/English languages.

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](mailto:syralsup@unhcr.org).

## 4. Site Visit:

Interested Bidders are **strongly recommended** to pay a site visit to the below mentioned address to verify the exact installation needs:

**Ibn Khaldoun Psychiatric Hospital in Aleppo,  
Engineering Office,  
Mr. Abdul Salaam Mohammed Rabee abo Ras,  
Mobile number: 0935 517 368/0939 194674**

Please note the following guidelines for electronic submissions:

- **RFQ/HCR/SYR/24/23**
- 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/24/23**, for the supply, delivery, and installation of interior backup lighting system in three buildings at Ibn Khaldoun Psychiatric Hospital in Aleppo.

##### 5. Evaluation of Quotation:

Your offer will be evaluated based on the following criteria:

- The technical compliance with the required items as per **Annex A** (The Technical Specifications / BoQs).
- Compliance with the required incoterms: **DDP (Delivered duty paid) – Aleppo, IBN Khaldoun Psychiatric Hospital.**
- Compliance with the maximum accepted delivery lead time of three (3) weeks.
- All-inclusive unit price (submitted unit price and total cost), **Annex E** (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.

Alexander Blo  
Wuart  
**Alexander Blo Wuart**  
**Supply Officer**  
**UNHCR**  
**Aleppo Sub Office, Syria**

