

DATE: 08 July 2024

REQUEST FOR QUOTATION No:24-012

For the establishment of frame agreement for the provision of Media Monitoring Services for UNHCR Romania

QUOTATION TO BE RECEIVED ON OR BEFORE: 28 July 2024 AT 23:59 Bucharest 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 price quotation for the provision of Media Monitoring services specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

- Description: Media Monitoring Services
- Location: Romania
- Duration of Services: Frame agreement for two years potentially extendable for an additional two years (2+2 years).

The following annexes are an integral part of this RFQ:

- Annex A: Terms of reference
- Annex B: Technical Offer form (**to be completed and submitted**)
- Annex C: Financial offer form (**to be completed and submitted**)
- Annex D: Vendor Registration Form
- Annex E: UNHCR's General Conditions of Contracts for the Provision of Services -2018.
- Annex F: UN Suppliers Code of Conduct

Details of the requirements are stated in Annex A – Terms of Reference

2. Contract Award:

UNHCR may award Frame Agreement(s) with initial duration of 2 (Two) years, potentially extendable for an additional period of 2 (two) years. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

The estimated requirement of UNHCR is stated in Annex A. Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will require the totality of the above quantity. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Frame Agreement.

3. Financial Offer:

Please submit your price offer, using the financial form (**Annex C**). Your offer can be in **LEU**. For financial evaluation purposes only, offers in **other currencies** shall be converted to **USD** using the official UN exchange rate. Your prices must be inclusive of costs like transportation, handling, installation, exchange rates, other risks, and any other cost UNHCR shall not accept any requests for additional payments after reception of your offer.

UNHCR is Tax exempted, in this regard, the price has to be given without VAT

4. Award Criteria:

Technical and Financial evaluation:

Kindly send separate document(s) and/or mail for technical and financial proposals, failure to do that may result in disqualification.

For the award of this procurement, UNHCR has established evaluation criteria which govern the selection of proposals received. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined in advance as follows:

The **Technical proposal** will be evaluated using inter alia the following criteria and percentage distribution: **70%** of the total score 70 point, as detailed in annex B

Financial proposal will be evaluated using inter-alia the following criteria and percentage distribution: 30 % from a total score of 30 points.

The cut-off points for submissions to be considered technically-compliant will be **42 points of the total available technical score (70 points), additionally minimum pass score of 20 points for the reports is requested to be considered technically compliant.**

IMPORTANT: The Financial proposal will only be opened for evaluation if the supplier's technical part of the proposal has scored the min obtainable marks by UNHCR's technical evaluation team and has complied with all pass/fail requirements.

For Financial evaluation:

The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms. All other price proposals will receive points in inverse proportion to the lowest price; e.g., $[\text{total Price Component}] \times [\text{US\$ lowest}] \setminus [\text{US\$ other}] = \text{points for other supplier's Price Component}$.

Your quotation must be valid for at least **90 calendar days**. The standard payment terms of UNHCR is net **30 days** upon satisfactory delivery of goods and acceptance thereof by UNHCR.

Please complete and **submit Annex B: Technical Offer form and Annex C: Financial offer form**. Please note that offers with missing Annex B and/or C will not be evaluated.

5. RFQ Submission:

We would appreciate [receiving your quotation on or before 28 July 2024 AT 23:59 Bucharest local time](#) to romburfq@unhcr.org

Your offer should be in English and shall comprise the following two sets of documents:

- Technical offer (Annex B)
- Financial offer (Annex C)

Technical Offer: The technical offer form (Annex B) should be completed, signed and included in the technical proposal. No pricing information should be included in the technical offer.

Financial Offer: Please submit your price offer, using the financial form (**Annex C**). Your offer can be in **LEU**. For financial evaluation purposes only, offers in **other currencies** shall be converted to **USD** using the official UN exchange rate.

UNHCR is Tax exempted, in this regard, the price must be given **without VAT**.

Please, ensure to use the format provided (**Annex C**) and that your calculations of the unit and total prices are accurate.

Please indicate in the e-mail subject field: RFQ 24-012, mails with different subject may not be considered.

6. REQUESTS FOR CLARIFICATION

Bidders are required to submit any requests for clarification in respect of this RFQ by e-mail to romburfq@unhcr.org. The deadline for receipt of queries is **13:00 hrs Bucharest local time on 18th July 2024**. Feedback on clarifications requests from potential bidders, if any, will be aggregated and published in UNHCR RO website and/or directly through mail to all invited suppliers.

Please indicate in the e-mail subject field: RFQ 24-012.

Thank you for your kind attention.

Mohamed Abukhris

Supply Officer
Supply Chain, UNHCR Bucharest, Romania