



UNHCR

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

DATE: 15/09/2024

REQUEST FOR QUOTATION No. RFQ/YEMSA/SUP/2024/35

FOR THE SUPPLY and DELIVERY OF ID PRINTERS AND CONSUMABLES

QUOTATION TO BE RECEIVED BY:

22/09/2024 at 23:59 hrs (11:59 pm) 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 the supply and delivery of **ID PRINTERS AND CONSUMABLES** as specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

- **Description:** Supply and delivery of **ID PRINTERS AND CONSUMABLES**.

Item
ID PRINTERS AND CONSUMABLES: - Specifications: As per attached Annex A1, A2,A3 .

- **Specifications:** As per attached **Annex A1,A2,A3**.
- **Delivery point:** Yemen- Aden Office
- **Delivery time:** After receiving the PO and in accordance with the offer proposal.
- **Warranty:** Minimum 1 (one) year service warranty. The vendor offered a seller's warranty.

2. TECHNICAL OFFER

- The technical component of the submission will be evaluated using the criteria PASS/FAIL for the item (**ID Printers & Consumables**) conforming to the given specification; if any item does not match the required specification, the supplier will not be qualified for the financial evaluation.
- Your technical offer under this RFQ shall be detailed in the Technical Offer Form attached as **Annex B**.

3. 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 as **Annex C**.

UNHCR is exempt from all direct taxes and customs duties. The quoted price does not include VAT, but the VAT amount must be clearly indicated separately.

4. BIDDING INFORMATION:

- **RFQ DOCUMENTS**

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

- Annex A1, A2, A3: Technical Specification
- Annex B1 : Technical Evaluation Offer Form
- Annex B2: Technical Evaluation Specs. Confirmation form
- Annex C: Financial Offer Form
- Annex D1: UNHCR GCC for the Provision of Goods (*English*)
- Annex D2: UNHCR GCC for the Provision of Goods (*Arabic*)
- Annex E1: UN Supplier Code of Conduct (English)
- Annex E2: UN Supplier Code of Conduct (Arabic)
- Annex F: Vendor Registration Form
- Annex G1: E-TenderBox Supplier guidelines (English)
- Annex G2: E-TenderBox Supplier guidelines (Arabic)

4. Technical and Financial evaluation

Technical evaluation.

All valid Technical Offers from the Bidders received in response to this RFQ will be evaluated using the PASS/FAIL system based on the following Eligibility & Technical Evaluation Criteria:

I. Eligibility CRITERIA	Merit "PASS / FAIL"
1. Business registration: Provide a valid business registration certificate and licenses issued by the Government/Authorities in Yemen to provide IT equipment, Accessories, and consumables.	Non-discretionary "PASS/FAIL"

II. TECHNICAL EVALUATION CRITERIA	Merit "PASS / FAIL"
Conformity of the offered ID printers and Consumables to the given specification in Annex A1, A2, A3	PASS/FAIL
The printer comes with a card feeder (which comes standard with the printer)	PASS/FAIL
All five printers should be procured from the same supplier to simplify the warranty and maintenance process.	PASS/FAIL
The printer supplier should also be able to provide consumables as per (Annex A3)	PASS/FAIL
The consumables should all be genuine (originals) and expiry date at time of delivery should be at least nine months ahead.	PASS/FAIL
Provide valid certified Supplier documents for the ID Printers.	PASS/FAIL

Financial evaluation:

The financial component will be analyzed only for those suppliers whose technical offers fully meet the UNHCR requirements outlined in this tender. Financial bids from technically qualified suppliers will be evaluated based on the following:

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

5. **RFQ SUBMISSION**

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

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 G1 and Annex G2 before submitting 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. The Supplier is responsible for ensuring that all files of the final offer are submitted by the tender expiration deadline.

Once the submission deadline has expired, the bid will be automatically closed. After that, the uploaded files can be reviewed, but options for additional upload and deletion of previously uploaded files are no longer available. In order to ensure the safe submission of the full and final offer, it is recommended that all files be uploaded well before the tender deadline.

Your offer shall comprise the following two sets of documents:

- *Technical Offer, including catalogs.*
- *Financial Offer.*

4.1 **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 specifications of items requested by UNHCR under this tender can be found in **Annexes A1, A2, and A3**. Clearly state and disclose any discrepancies with the specifications given.

Your Technical Offer should be prepared using the Technical Offer Form **Annex B**. It must be concisely presented and structured as guided in **Annex B**

4.2 **Content of the FINANCIAL OFFER**

Your separate **Financial Offer** must contain an overall offer in **US Dollars**. The Financial offer is to be submitted per the Financial Offer Form (Annex C). UNHCR will not be responsible for locating or securing any information 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 details it deems would enhance the comprehension of its offer.

Your quotation must be valid for at least 120 days.

TENDER CLOSING DEADLINE: 22 September 2024, 23:59 PM (Yemen time)

5. **INFORMATION FOR BIDDERS:**

- Inspection may be applicable and will be advised at the 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 fails to deliver the right item.

6. **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.

7. **UNHCR GENERAL CONDITIONS OF CONTRACT FOR THE PROVISION OF GOODS**

Please find attached as **Annex D1 and Annex D2** 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.

8. **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 F**.

If your company is already registered with UNHCR, please submit **Annex F** 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.



Sidahmed Salih
Associate Supply Officer
UNHCR Yemen - Aden