

REQUEST FOR QUOTATION

RFQ/HCR/SYR/2024/350

**FOR THE ESTABLISHMENT OF FRAME AGREEMENT FOR PROVISION OF CCTV
MAINTENANCE SERVICE AND FIRE ALARM SYSTEM MAINTENANCE AND SPARE PARTS
TO UNHCR SUB OFFICE IN QAMISHLI**

Introduction to UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly, invites qualified suppliers to make a firm offer for the provision of CCTV & Fire alarm system maintenance service and provision of spare parts to UNHCR Sub Office Qamishli

Section 1: Letter of Invitation

UNHCR hereby invites prospective bidders to submit an offer in accordance with the General Conditions of Contracts and Specifications as set out in this Request for Quotation (RFQ).

RFQ Documents:

- Annex A: Technical specifications.
- Annex B: Technical Offer Form *(to be filled in, stamped and signed)*
- Annex C: Financial Offer Form *(to be filled in, stamped and signed)*
- Annex D: Vendor Registration Form
- Annex E: UNHCR's General Conditions of Contracts - Please indicate clearly in Annex B if you accept them.
- Annex F: UN Supplier Code of Conduct - Please indicate clearly in Annex B if you acknowledge it.
- Annex G: Declaration of Eligibility Form *(to be filled in, stamped and signed)*
- Annex H: Guidelines for Suppliers to use the online portal.

RFQ KEY DATES:

RFQ publish date:	[6-OCTOBER-2024]
Questions submission deadline:	[14-OCTOBER-2024]
RFQ submission deadline:	[22-OCTOBER-2024]

Section 2: Note to Bidders

If you are interested in submitting a response to this RFQ, please prepare your bid in accordance with the requirements and procedures as set out in this RFQ and submit it by the deadline for submission of proposals set out in this document and in the supplier portal.

Questions to be sent to UNHCR via the feature 'Messages' that would appear in this Negotiation.

IMPORTANT:

If you are interested in submitting a bid in response to this RFQ, please log in to the Supplier Portal, then search for the negotiation using the reference number UNHCR_RFQ_350 (see [User Guide](#) 39) and prepare your bid in accordance with the requirements and procedures as set out in this RFQ and submit it by the deadline for submission of proposals set out in this document and via the supplier portal.

If you are interested in submitting a bid in response to this RFQ, please log in to the Supplier Portal, then search for the negotiation using the reference number UNHCR_RFQ_350 (see [User Guide](#) 39) and prepare your bid in accordance with the requirements and procedures as set out in this RFQ and submit it by the deadline for submission of proposals set out in this document and via the supplier portal.

In case you have never registered before, you can register a profile using this registration link [Supplier Registration \(oraclecloud.com\)](https://oraclecloud.com) and follow the instruction in guides available in the UNHCR website: [How to become a supplier | UNHCR](#) and in the [User Guide](#). Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember your password or username from previous registration (see [User Guide](#) slide 36). Should you require further clarification, kindly communicate using the messaging functionality in the system. If you experience issues accessing the Cloud ERP, please contact Milad Hasan on HASANMI@unhcr.org keeping Khalil Shayeb on alshayeb@unhcr.org on copy.

Khalil Shayeb

Supply Officer

UNHCR SO Qamishli