

REQUEST FOR QUOTATION

FOR SUPPLY AND INSTALLATION OF INTUIT QUICKBOOKS ENTERPRISE, HOSTING SERVICES, AND TRAINING OF END USERS ON USE ON SOFTWARE

OF A QUICK BOOKS ACCOUNTING SOFTWARE FOR A GOVERNMENT PARTNER IN MAIDUGURI - BORNO STATE IN NIGERIA

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 following supply and Installation of Intuit quick books enterprise, hosting services, and training of end users on use of Soft ware of a quick books accounting software for a government partner in Maiduguri - Borno State in Nigeria specified in this Request for Quotation (RFQ).

Section 1: Letter of Invitation

United Nations High Commissioner for Refugees, hereinafter referred to as "UNHCR" hereby invites prospective bidders to submit an offer in accordance with the General Conditions of Contracts and the Terms of Reference (TORs) and Technical Specifications as set out in this Request for Quotation (RFQ).

RFQ Documents:

1. **Annex A:** Terms of Reference (TOR)
2. **Annex B :** Financial Offer Form
3. **Annex C:** Vendor Registration Form
4. **Annex D:** General conditions terms, for provision of goods and services (July 2018)
5. **Annex E:** UN Supplier code of conduct

RFQ KEY DATES:
RFQ publish date

RFQ publish date: [04 -October- 2024]
Submission date [11-October - 2024]
Submission deadline :[11-October-2024]
Expected date of award: [15-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.

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_479 (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 email nigmasupply@unhcr.org;

Paul Kenyi

Associate Supply Officer,

UNHCR Maiduguri Sub Office - Nigeria

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1 Overview

1.1 General Information

Title **UNHCR-RFQ-479-NGA-MAIDUGURI**
 Synopsis **SUPPLY OF QUICK BOOKS ACCOUNTING SOFT WARE & INSTALLATION.**

1.2 Schedule

Preview Date
 Close Date **10/18/24 11:00 AM**
 Time Zone **Coordinated Universal Time**
 Open Date **10/4/24 11:55 AM**
 Award Date

1.3 Negotiation Controls

Response Visibility **Sealed**

Lines Settings

Rank Indicator **1,2,3...**
 Ranking Method **Multiattribute scoring**

1.4 Response Rules

This negotiation is governed by all the rules displayed below.

	Rule
<input checked="" type="checkbox"/>	Suppliers are required to respond with full quantity on each line
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

1.5 Terms

Payment Terms **HCR Net 30**
 Shipping Method
 Negotiation Currency **NGN (Naira)**
 Freight Terms **DELIVERED AT PLACE**
 FOB
☐ **Buyer managed transportation**
 Price Precision **2**

1.6 Attachments

File Name or URL	Type	Description
1. Annex A - Revised TOR for Q	File	TOR

2 Requirements

**Response is required*

Dear Supplier,

1.UNHCR Sub office Maiduguri would like to procure QuickBooks accounting software including Installation and Training with the below specification and quantity:

- **Quantity:** 1
- **Requirement:** As per attached list (Annex A)
- **Delivery point:** UNHCR Sub Office in Maiduguri/ Government Ministry 2020 Incoterms
- **Delivery time (after receipt of order):** 7 Days

Please review carefully the requirements and questions in this section. Provide answers as required and upload supporting documents when requested so. Failure to send the requested information may result in disqualification of your offer from further evaluation.

Your offer should clearly state whether or not the goods offered are fully conforming to the Specifications given. If any, clearly state and disclose any discrepancies with the Specification.

The award of this purchase will be done to the lowest technically compliant bid submitted.

UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial awards. 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 purchase the quantity listed in this RFQ.

2. TECHNICAL EVALUTION:

The Technical Offers shall be evaluated based on cost-effectiveness and contractor's technical expertise to provide the required solution by applying "**PASS**" or "**FAIL**" ratings using the Technical Evaluation Criterias listed in the below table,

S/N	Technical Evaluation Criterias	P
1.	Submission Company registration Certificate (CAC)	
2.	Demonstrated technical competency supported with evidence of previous work experience in providing similar services, especially, the training of end users in QuickBooks accounting software. (Attach past work order (s), Purchase orders or contract(s))	
3.	Demonstrated experience supported with previous evidence in troubleshooting or providing last mile support for the solution	
4.	Bidding company to provide a simple 1 page of trainings methodology listing the number of trainings to be carried out for end-users.	
5.	State Warranty period for use of the software by end users.	

Bidders will be required to score "Pass" in all of the above listed technical evaluation criterias to be considered technically qualified to offer the products/service and should submit all the technical documents requested above.

UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES - 2018

Please note that the General Conditions of Contracts (**Annex D**) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing. However, please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for Provision of **Goods and Services**.

2.1 Section 1. General requirements

Section Maximum Score: 3

- *1. Please fill, sign and attached the UNHCR Vendor Registration Form (Annex C). Those registered with UNHCR and have transacted recently do not need to fill the Vendor Registration form. For New Supplier please go ahead to fill the form signed and Stamped.

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex C - Vendor Registration	File	

Select one of the following:-

☐ a. I have attached and signed the Vendor Registration Form (Annex C)(*Response attachments are optional*)

Comments:

- *2. Please confirm your **acknowledgment of the UN Supplier Code of Conduct**(Annex E).

However, please note that submitting an offer is deemed as full acceptance of the UN Supplier Code of Conduct.

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex E UN Supplier Code of Co	File	

Select one of the following:-

☐ a. Yes, I accept the UN Supplier Code of Conduct(*Response attachments are required*)

Comments:

- *3. Please note that the General Conditions of Contracts are to be strictly adhered for the purpose of any future contract.

Please confirm your **acknowledgement of the UNHCR General Conditions for Provision of Goods and Services** (attached as Annex D herewith).

However, please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for Provision of Goods and Services.

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex D - EN_General Conditio	File	

Select one of the following:-

☐ a. Yes, I accept UNHCR's GTCs (Annex D)(*Response attachments are required*)

Comments:

2.2 Section 2. Technical Offer

Section Maximum Score: 5

- *1. As a prerequisite for a supplier to be deemed eligible for an award of contract, the company should be a **registered** business in Nigeria and should submit Company registration certificate. (CAC).

Maximum Score: 1

Select one of the following:-

☐ a. I have attached a copy of an Official Registration Certificate(*Response attachments are required*)

Comments:

- *2. Demonstrated technical competency supported with evidence of previous work experience in providing similar services, especially, the training of end users in QuickBooks accounting software. (Attach past work order (s), Purchase orders or contract(s))

Maximum Score: 1

Hint: Previous Clients your company has worked with

Select one of the following:-

☐ a. Yes I have provided the Documents(*Response attachments are required*)

Comments:

- *3. Demonstrated experience supported with previous evidence in troubleshooting or providing last mile support for the solution

Maximum Score: 1

Select one of the following:-

☐ a. Yes, I have provided the Document(*Response attachments are required*)

Comments:

- *4. Bidding company to provide a simple 1 page of trainings methodology listing the number of trainings to be carried out for end-users

Maximum Score: 1

Select one of the following:-

☐ a. Yes, I have provided the Documents(*Response attachments are required*)

Comments:

- *5. The warranty period for the product and service from the date of delivery per requested delivery at place (DAP) Incoterms is to be stated by the bidding company in the it's offer.

Maximum Score: 1

Select one of the following:-

☐ a. I accept the requested warranty period(*Response attachments are required*)

Comments:

2.3 Section 3. Financial Offer

Section Maximum Score: 1

*1. The Financial Offer is to provide your offers

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
ANNEX B- FINANCIAL OFFER FORM.	File	Financial Offer Form

Select one of the following:-

☐ a. Yes I have attached the Documents(*Response attachments are required*)

Comments:

3 Lines

Instructions	<p>Dear Supplier,</p> <p>Please provide here the unit price for the requested quick books accounting software and installation service in line with your offer uploaded under the requirements section (Annex B), Financial Offer form).</p> <p>Please ensure that the unit prices and total amount here matches the financial offer amount. In case of discrepancies, the rates provided in the financial offer form will prevail over the amount entered in the ERP.</p>
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3.1 Line Information

Line	Target Quantity	Response Quantity	Response Price	Line Amount	Promised Date
1-Supply and Installation of the Quick books accounting software					
2-Conducting of trainings on the use of the Quick books accounting software to about 3-5 persons. For 3-5 days					

3.2 Line Details

3.2.1 Line 1 Supply and Installation of the Quick books accounting software

Category Name **ICT
Telecommunication
services**

Allow Alternate Lines **No**

Requested Date

Location **Plot No 6 Tangale
Road**

**GPS: 11.813649N,
13.134732E
MAIDUGURI**

Start Price (NGN)

**3.2.2 Line 2 Conducting of trainings on the use of the Quick books accounting software to about 3-5 persons.
For 3-5 days**

Category Name **Education supplies**
Allow Alternate Lines **No**
Requested Date

Location **Plot No 6 Tangale
Road
GPS: 11.813649N,
13.134732E
MAIDUGURI**

Start Price (NGN)