
DATE: 6th October 2024

REQUEST FOR QUOTATION: No. RFQ/HCR/SYR/24/36

**THE SUPPLY, DELIVERY, AND INSTALLATION OF ELECTRIC STAIR CLIMBER
WHEELCHAIRS**

QUOTATION TO BE RECEIVED BY: 13th Oct 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 Assembly¹, requests your price quotation for the **Supply, Delivery, and Installation of Electric Stair Climber Wheelchairs**, 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.
- Annex B: The technical Offer form, please fill, sign, and stamp.
- Annex C: The Financial Offer form please fill, sign, and stamp.
- Annex D: UNHCR Vendor Registration form for Commercial Suppliers – HVP, please fill, sign, and stamp.
- Annex E: UNHCR's General Conditions of Contracts for the Provision of Goods Rev. July 2018.
- Annex F: UN Supplier Code of Conduct.
- Annex J: Declaration of Eligibility – please fill, sign, and stamp.
- Annex H: Supplier Portal Guidelines.

1. REQUIREMENTS:

- **Description:** Supply, Delivery, and Installation of four (4) Electric Stair Climber Wheelchairs (battery-powered) with a stair-climbing belt that can be used daily for easy movement of physically challenged individuals up and down a flight of stairs.
- **Required Quantity:** Four (4) Wheelchairs.
- **Delivery Terms and location:** DDP (Delivered Duty paid) to the mentioned locations as per Annex A of the technical specifications.
- **Delivery time (After receipt of order):** please specify the delivery time in your offer (Max accepted delivery lead time /12/ Calendar weeks).

Please include the following price information in your quote / Annex C "Financial Offer Form":

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

- **Currency of the offer:** Preferably SYR (Syrian Pounds) or EURO or USD.
- **Item Cost:** Based on the 2020 incoterms DDP (Delivered Duty paid).
- **Total Cost for goods (all inclusive):** Your financial offer under this RFQ shall be detailed in the financial offer form attached hereto as Annex C.

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 D, 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 Rev. July 2018.
- g) Acknowledgement and acceptance of UN Supplier Code of Conduct
- h) Annex J, 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 with copy to woart@unhcr.org.

The deadline for receipt of clarification is 13th Oct 2024 - 12:00 hrs Syria local time.

3. RFQ Submission:

We would appreciate receiving your quotation on or before: **Sunday 13th October 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.

4. Site Visit:

Interested Bidders are **strongly recommended** (not mandatory) to pay a site visit to the below mentioned addresses to verify the exact installation needs:

1- UNHCR ALEPPO SUB OFFICE

BUILDING NO.42, OMA YAD STREET, OLD SHAHBA'A
ALEPPO, SYRIAN ARAB REPUBLIC

Contact person: Mr. M.Wasem Mouin / Senior Supply Assistant,
Mobile number: 0930 230 707.

2- UNHCR DAMASCUS OFFICE (KS3)

14 Thabet Bin Qorra Street, Kaffer Susseh
DAMASCUS, SYRIAN ARAB REPUBLIC

Contact person: Mrs. Razan Hazzouri / Senior Administrative Associate,
Mobile number: 0988 509 121.

3- UNHCR TARTOUS FIELD OFFICE

Kurnish Al-Sharqi Street; 300 Meters northern of Tourism Roundabout
TARTOUS, SYRIAN ARAB REPUBLIC

Contact person: Mr. Mohamad Shahoud / Administrative Associate,

Mobile Number: 0993 199 852

4- UMHCR Qamishli SUB OFFICE

Siyahi street. Al-Syahee Street (next to WHO)

QAMISHLI, SYRIAN ARAB REPUBLIC

Contact person: Ahmad Khalil / Senior Supply Assistant,

Mobile Number: 0993 364 979.

Please note the following guidelines for electronic submissions:

- **RFQ/HCR/SYR/24/36**
- 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/24/36**, for the supply, delivery, and installation of electric Stair Climber Wheelchairs.

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"**.
- Compliance with the required incoterms: **DDP (Delivered duty paid)**.
- Compliance with the maximum accepted delivery lead time /12/ weeks.
- All-inclusive unit price (submitted unit price and total cost), Annex C **"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 **/90/** 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 Woart
Supply Officer
UNHCR Syria Operation**
