

DATE: 10 Oct 2024

REQUEST FOR QUOTATION No. RFQ-HCR-SYR-2024-43

FOR THE SUPPLY AND DELIVERY (DDP) OF OFFICE FURNITURE FOR UNHCR SYRIA OPERATION.

CLOSING DATE AND TIME: 27 Oct 2024, 14:00 hrs. Syrian time

INTRODUCTION TO UNHCR

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 and Delivery (DDP) of Office Furniture to UNHCR Syria Operation** as specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

- Description: award a contract for the **Supply and Delivery (DDP) of Office Furniture to UNHCR Syria Operation**. Please refer to annex A for the required quantities and technical specifications.
- Delivery Terms and locations: DDP (Delivered Duty paid) to the following locations:
 - Directorate of Civil Affairs in Damascus - Syria
 - Directorate of Immigration and Passports in rural Damascus – Syria
- Delivery time: please specify the delivery time in days in your offer.

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

- **ANNEX A:** Technical Specifications.
- **ANNEX B:** Technical offer Form.
- **ANNEX C:** Financial offer Form.
- **ANNEX D:** Vendor Registration Form - *please fill-up, sign, and stamp.*
- **ANNEX E:** UNHCR General Conditions of Contracts for Goods and/or Services (Rev. July 2018) *please read and acknowledge acceptance by signing on the Declaration of Eligibility (Annex D)*
- **ANNEX F:** UN Supplier Code of Conduct - *please read and acknowledge acceptance by signing on the Declaration of Eligibility (Annex D)*
- **ANNEX G:** Declaration of Eligibility- *please fill-up, sign, and stamp.*

It is strongly recommended that this Request for Quotation and its annexes be read thoroughly before submitting your offer. Failure to observe the procedure laid out in this document may result in disqualification from the evaluation process.

This document is not to be construed in any way as an offer to contract with your firm.

2. REQUEST FOR CLARIFICATIONS

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

Requests for clarifications should be submitted in writing (by email) to syrswsupply@unhcr.org

The deadline for submission of Requests for Clarifications is on 17 Oct 2024, 14:00pm (Syrian Time).

UNHCR will compile the questions received and will respond to all Bidders participating in the tender competition, shortly after the query deadline.

3. SUBMISSION CONTENT:

3.1 Commercial/registration documents:

- Valid Business/Commercial Registration Certificate (license for the provision of requested goods and services is required)
- Valid commercial bank account matching the bidder's name in the offer and commercial registration.
- Audited financial statements or proof of dully filled tax returns in the country of registration for the last 2 (two) fiscal years, dully certified by an accredited accountant or the relevant tax office as per the rules of the country of registration (regret letters will not be accepted).

IMPORTANT: As the final destination of goods is Syria, it is the supplier's responsibility to make sure that the bidder/products are eligible for business according to local Syrian regulations. Any false information or incomplete information on the Vendor Registration Form may result in the rejection of the application or cancellation of an already existing registration.

Important: Partial bidding will NOT be accepted.

3.2 Content of the Technical Offer:

The following details shall be provided in the Technical Offer Form:

- Technical specifications: The bidder must fill the Technical Offer Form (Annex B) with the details of the technical specification of the offered products, which must be in compliance with Annex A.
- Delivery Time: please specify the delivery time in days in your offer.
- Warranty: The bidder is required to provide defects and liability period with terms of warranty on the products/services being offered which should be valid for at least one 1 years.
- **Mandatory Samples:** Bidders are required to submit samples for the offered items as per the following:
 - **Computer desk:**
 1. A piece of wood (18 mm) representing the submitted type and color.
 2. Metal rails and wheels.
 3. Lock with keys.
 - **Office desk:** The bidder to provide a sample of the MDF coated with Melamine used.
 - **Computer chair:** A complete assembled chair to be submitted as a sample.
 - **Swivel Office chairs:** A complete assembled chair to be submitted as a sample.

Samples should be sent to UNHCR office in Syria, Damascus, Kafer-Suseh, opposite of Al-Andalus Hospital:

UNHCR OCM Syria
Abdullah Bin Rawtha Street
Kanawat Basatin-Kaffer Susseh
P.O. Box 30891
Damascus, Syria

DEADLINE TO RECEIVE SAMPLES: 27 Oct 2024 – 15:00 hrs. SYRIA LOCAL TIME

The provided samples will be shared with the Technical Evaluation Committee to be evaluated. According to the results of evaluation the supplier may be Qualified/Disqualified. Samples should be put in a proper package and marked clearly with your company name.

No discrepancy between the samples and the delivered item will be accepted during the implementation of the contract.

Failure to provide the requested samples along with the offer will result in disqualification of the offer.

Please Note: The bidders will be requested to collect their samples following the evaluation. The deadline for the collection will be announced in due course.

IMPORTANT: No pricing information should be included in the Technical Offer. Failure to comply may risk disqualification. The technical offer should contain all information required.

3.3 Content of the Financial Offer:

Please use Annex C to prepare your price quotation and include the following information in your submission:

- Currency (preferably SYP or EUR or USD).
- Unit Price: As per Annex C.
- Total Cost (all inclusive):
- Acceptance of validity of quotation for 90 calendar days.
- Acceptance of standard payment terms are net 30 days upon satisfactory delivery of goods and/or services, receipt of the invoice (and supporting documents), and acceptance thereof by UNHCR. Due to sanctions (US-OFAC and EU) imposed on the Syrian Arab Republic, the completion of the payment process is subject to the receipt by UNHCR of the clearance provided by the vendor's nominated intermediary/beneficiary bank on accepting the electronic fund transfer.

IMPORTANT:

It is solely the bidder's responsibility to ensure that the Bank Account of the company can receive payments transferred by UNHCR Syria. UNHCR payments are exempted from OFAC's Sanctions under Title 31 → Subtitle B → Chapter V → Part 542 → Subpart E → §542.513. UNHCR takes no responsibility for any unsuccessful transfers due to rejection by the Beneficiary's Bank. As the final destination of goods/services will be in Syria, it is the bidder's responsibility to make sure that the bidder is eligible for business according to local Syrian regulations. Moreover, it is also the bidder's responsibility to make sure that the quoted goods/services are eligible for business according to local Syrian regulations, including (but not limited to) securing

import approvals according to the Syrian Government regulations.

BANK ACCOUNT

UNHCR will **not accept** offers from companies which do not have the following required information in the **Vendor Registration Form (Annex F)**:

- Commercial bank account details (registered name of the company should match with the name of the bank account)

لا ينظر بالعروض المقدمة من الشركات التي لا تمتلك حسابا مصرفيا تجاريا أو في حال عدم تطابق اسم الشركة الوارد في السجل التجاري مع اسم الحساب المصرفي

4. SUBMISSION OF OFFERS

We would appreciate receiving your quotation on or before **27 Oct 2024**, 14:00 HR Syrian Time, in PDF format by email to syrswsupply@unhcr.org

Please mark your email with the following reference: **RFQ-HCR-SYR-2024-43** while indicating Technical or Financial documents.

Please note the following guidelines for electronic submissions:

- 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.
- Please indicate in the e-mail subject field:
RFQ-HCR-SYR-2024-43 _Name of your firm Number of e-mails that are sent (example: 1/3, 2/3, 3/3).

Example:

RFQ-HCR-SYR-2024-43 _COMPANY ABC_1/3...2/3....3/3

IMPORTANT:

- Late submissions may be rejected and offers submitted to other than the email indicated above may be overlooked and may not be considered for evaluation.
- It is your responsibility to verify that all e-mails have been received properly before the deadline.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidder in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective bidder.

5. EVALUATION OF QUOTATIONS

All bids received against this RFQ will be evaluated based on a PASS/FAIL criterion based on the requirement specified under the terms of reference and the content of the technical offer, and the contract will be awarded to the best technical offer meeting UNHCR’s requirement at the most competitive prices.

Technical Evaluation:

UNHCR has established technical evaluation criteria which govern the selection of offers received. Mandatory technical evaluation criteria are listed below:

S.N.	Technical Evaluation Criteria	Methodology
1	Confirmation on conformity of the offered specifications to UNHCR set of requirements as mentioned in Annex A.	Pass/ Fail
2	The Sample’s technical compliance with the required items as per Annex A	Pass/ Fail
3	Compliance with the required incoterms: DDP (Delivered duty paid)	Pass/ Fail
4	Minimum required warranty for items as stated in Annex A	Pass/ Fail
5	Copy of valid Commercial registration/ business certificate in Syria.	Pass/ Fail
6	Please fill ANNEX D- Vendor Registration Form, if you are not registered with UNHCR, or confirm your registration with UNHCR mentioning your UNHCR Vendor ID.	Pass/ Fail
7	Acceptance of UNHCR General Conditions of Contracts for the provision of Goods and/or Services - Annex E. Please sign and stamp each page of Annex G - UN Declaration of Eligibility.	Pass/ Fail
8	Acceptance of UN Supplier Code of Conduct - please read and acknowledge acceptance by signing it (Annex F). Please sign and stamp each page of Annex G- UN Declaration of Eligibility.	Pass/ Fail
9	Acceptance of UN Declaration of Eligibility - please read and acknowledge acceptance by signing it (Annex G). Please sign stamp each page of Annex G.	Pass/ Fail

Financial Evaluation

- All-inclusive unit price (submitted unit price and total cost), Annex C.

For evaluation purposes only, if offers are received in various currencies, the offers submitted in currency other than EUR will be converted into EUR using the United Nations Operational Rate of Exchange (<https://treasury.un.org/operationalrates/OperationalRates.php>) in effect on the date the submissions are due.

6. **LIQUIDATED DAMAGES**

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, at its sole option, 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.

7. **INSPECTION**

Inspection of Goods will be applicable and will be advised at the time of purchase. The inspection will be arranged and paid for by UNHCR. Please note that inspection charges resulting from the supplier's default will be charged directly to the supplier. Place of Inspection: Shall be notified by UNHCR at time of contracting (Purchase order).

8. **UNHCR'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

UNHCR reserves the right to accept the whole or part of your Offer.

UNHCR reserves the right to accept or reject any offer, and to cancel the process of competition and reject all offers, at any time prior to the award of the Contract, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders on the grounds for UNHCR's decision.

9. **UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS AND/OR SERVICES**

Please note that the UNHCR General Conditions of Contracts for the Provisions of Goods and/or Services Rev. July 2018 (**Annex F**) will be strictly adhered to for the purpose of any future contract.

Thank you for your kind attention.

Alexander Blo Woart
Supply Officer
UNHCR Syria