



UNHCR

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

DATE: 16th October 2024

REQUEST FOR QUOTATION: No. RFQ/HCR/SYR/24/50

The Supply and Delivery of School Desks to UNHCR Aleppo Sub Office, Syria

QUOTATION TO BE RECEIVED BY: 27th 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 and Delivery of School Desks to UNHCR Aleppo Sub Office, Syria** as 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 G: Declaration of Eligibility – please fill, sign, and stamp.
- Annex H: Supplier Portal Guidelines.

1. REQUIREMENTS:

- ✓ **Description:** Supply and Delivery of School Desks to UNHCR Aleppo Sub Office, Syria
- ✓ **Required Quantity:** **500** Units of School Desks.
- ✓ All desks must be delivered fully assembled at the destination.
- ✓ Partial offers are not accepted, as the bidder should be able to deliver the total quantity (500).
- ✓ **Warranty:** Minimum acceptable warranty period six (06) months.
- ✓ **Location:** The Warehouse of the Directorate of Education, Bustan Al-Zahra neighborhood, Aleppo City.
- ✓ **Delivery terms:** DDP-Aleppo (Delivered Duty Paid), The Incoterms® 2020 applied in this Request for Quotation (RFQ).
- ✓ **Delivery time (After receipt of order):** Please specify the nearest applicable delivery time in your offer (**Annex B Technical Offer Form**).

Please include the following price information in your quote as per **Annex C (Financial Offer Form)**:

- **Currency of the offer:** Preferably SYP (Syrian Pounds) or EURO or USD.
- **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, duly 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 G, the Declaration of Eligibility filled, duly signed, and stamped.

Note: Sanctions List: Your submission checklist in Annex G should contain your confirmation that your company is not on the United Nations Security Council Sanctions List; the UN Secretariat Procurement Division list of suspended or removed vendors; UNGM/World Bank list of suspended or debarred vendor; EU sanctioned vendors.

Note: it is solely the bidder's responsibility to ensure that the Bank Account of the company is able to receive payments transferred by UNHCR Syria. UNHCR payments are exempted from OFAC 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 Bank.

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 22nd October 2024 - 23:59 Hrs Syria Local Time.

3. RFQ Submission:

We would appreciate receiving your quotation on or before: **Sunday 27th 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. Sample Submission:

The bidder shall submit one **MANDATORY** sample of the required school desk (specified in Annex A), as the provided sample will be technically evaluated to confirm compliance with the technical specifications.

Samples should be delivered to the UNHCR Aleppo Sub Office:

**UNHCR ALEPPO SUB OFFICE
BUILDING NO.42, Omayad Street, Old Shahba'A
ALEPPO, SYRIAN ARAB REPUBLIC
ATTN: M. WASEM MOUIN / SENIOR SUPPLY ASSISTANT
MOBILE: +963 930 230 707**

Samples should be provided with:

- The bidder's name,
- The tender reference No. RFQ/HCR/SYR/24/50,
- The tender requirement i.e. School Desks.
- The sample(s) must be received on or before the RFQ deadline.
- Samples will start being received on Wednesday, October 23rd, between 09:00 and 14:59 hrs. Syrian Time.

Deadline for the delivery of samples: 27th October 2024 at 15:00 hrs. Syrian Time.

Please note the following guidelines for electronic submissions:

- **RFQ/HCR/SYR/24/50**
- 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/24/50**, for the **Supply and Delivery of School Desks to UNHCR Aleppo Sub Office, Syria.**

5. Evaluation of Quotation:

Your offer will be evaluated based on the following criteria:

- The sample's compliance with the requirements in Annex A.
- The technical compliance with the required specifications, Annex A.
- 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

Digitally signed
by Alexander
Blo Woart

