

INVITATION TO BID: ITB/HCR/SYR/24/452

FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR

THE SUPPLY & DELIVERY OF ADULT & BABY DIAPERS

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 Supply and Delivery of Adult and Baby Diapers 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 Invitation to Bid (ITB).

RFQ Documents:

- Annex A: Technical Specifications. **Changes made as per corrigendum#1 issued (Annex J)**
- Annex B: Technical Offer Form, to be filled and submitted. **Changes made to incorporate amendment made as per corrigendum #1(annex J)**
- Annex C: Financial Offer Form, to be filled and submitted. **Changes made to incorporate amendment made as per corrigendum #1(annex J)**
- Annex D: UNHCR General Conditions of Contracts for the provision of Goods - 2018.
- Annex E: UNHCR Vendor Registration form for Commercial Suppliers - HVP, please fill, sign, and stamp.
- Annex F: UN Supplier Code of Conduct.
- Annex G: Declaration of Eligibility and Submission Checklist, to be filled and submitted.
- Annex H: Supplier Portal Guidelines.
- Annex I: ELIGIBILITY ON JOINT VENTURE FOR SUPPLIERS
- **Annex J: Corrigendum #1**

ITB KEY DATES:

ITB publish date: [21-OCTOBER-2024]

Questions submission deadline: [10-November-2024]

ITB submission deadline: **[2-December-2024]**

Sample Submission deadline **[2- December-2024]**

Section 2: Note to Bidders

If you are interested in submitting a response to this ITB, please prepare your bid in accordance with the requirements and procedures as set out in this ITB 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 ITB, please log in to the Supplier Portal, then search for the negotiation using the reference number UNHCR_ITB_452 (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 ITB, please log in to the Supplier Portal, then search for the negotiation using the reference number UNHCR_ITB_452 (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 \(oraclecloud.com\)](#) 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 syrdasoqproc@unhcr.org.

Khalil Shayeb

Supply Officer

UNHCR SO Qamishli