

DATE: 28/10/2024

REQUEST FOR QUOTATION: No. RFQ/LBY/TR/24/043

**THE SUPPLY AND DELIVERY OF WINTER BOOTS
FOR UNHCR LIBYA**

QUOTATION TO BE RECEIVED BY: 10/11/2024 23:59 Hrs Libya Time

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly 1, requests your price quotation for the supply and delivery of **Winter Boots for UNHCR Libya Operation** specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Libya invites qualified bidders to make firm offers for the supply and delivery of **10,000 Winter Boots for UNHCR Libya Operation** subject to operational requirement and vendor performance.

- **Description:** Supply and Delivery of 10,000 Winter Boots.
- **Specifications:** as indicated in Annex A.
- **Quantity:** as indicated in Annex C
- **Delivery Terms:** DDP - Delivery Location: DDP UNHCR Tripoli Warehouse, Libya.

Please find attached in **Annex A** more information about the items required (Technical specifications).

Your Company must provide a sample of the requested items which include all the requested goods as per Annex A, failure to provide a complete sample of the requested item may result in disqualifying the offer.

Sample should be delivered to UNHCR main office in Tripoli Sehel Aljara road, Next to Almashtel roundabout, saraj area-Tripoli, maximum by 10 November 2024, 15:00 hrs Libya time.

Your Sample must be label and include the following:

Name of your company
RFQ no: RFQ/LBY/TR/24/043
Company Contact Details

A signed receipt by UNHCR confirming delivery to the office should be shared by the supplier with the offer.

2. **CLARIFICATIONS:**

Bidders are required to submit any request for clarification in respect of this RFQ by email to SUPPLY.LIBYA@UNHCR.ORG. The deadline for receipt of questions is **31/10/2024 at 23:59 hrs Libya Time**.

3. **RFQ Submission:**

We would appreciate receiving your quotation on or before **10/11/2024 – 23:59 Hrs Libya Time by email** in PDF format SUPPLY.LIBYA@UNHCR.ORG

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 Reference: No. **RFQ/LBY/TR/24/043**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Your quotation must be valid as least for **120 days**. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery and installation of goods/services and acceptance thereof by UNHCR.

If your company is already registered with UNHCR, please submit an empty Vendor Registration Form clearly indicating your UNHCR vendor ID. If not, you should complete, sign and submit the **Vendor Registration Form “Annex D”**.

Please find attached in “**Annex E**” the **Annex E - UNHCR General Conditions of Contracts for the Provision of Services - Jul 2018**. You must clearly indicate in your quotation if you accept them.

Please find attached in “**Annex F**” the **UN Supplier Code of Conduct**, please note that submitting an offer is deemed as full acceptance of UN Supplier Code of Conduct.

Please find attached in “**Annex G**” the “**Confirmation on Vendor Sanctions**” that you should complete, sign and stamp.

Please find attached in “**Annex H**” the “**Confirmation on delivery**” that you should complete, sign and stamp.

4. **BID ACCEPTANCE:**

UNHCR reserves the right to accept the whole or part of your quotation. UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Services.

UNHCR may, at its discretion, extend the deadline for the submission of quotation, by notifying all prospective suppliers 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 supplier.

Please note that UNHCR is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

IMPORTANT: Your Company must be in the business for a minimum of three (3) years. Bidders in business for less than (3) years shall be disqualified.

UNHCR reserves the right not retain bid(s) submitted by a vendor that has performed poorly in the past 12 calendar months in terms of quality defaults, late deliveries and/or non-compliance with the contractual terms and conditions.

5. **Qualification/Evaluation Criteria:**

The technical component of your offer will be evaluated using the **PASS or FAIL** criteria as per below:

No.	Criteria	Assessment
1	The offered goods should fully confirm to the specifications given in (Annex A)	Pass / Fail
2	The bidder has submitted a receipt by UNHCR confirming delivery of physical sample line with requirements stated in (Annex A). على مقدم العرض تقديم إيصالاً إلى المفوضية السامية للأمم المتحدة لشؤون اللاجئين يؤكد فيه تسليم نموذج حسب المتطلبات المذكورة في العطاء (الملحق A).	Pass / Fail
3	The bidder has submitted a sample matching requirements stated in (Annex A.) على مقدم العرض تقديم نموذج الى المفوضية السامية للأمم المتحدة لشؤون اللاجئين مطابق للمواصفات المذكورة في العطاء (الملحق A).	Pass / Fail
4	Company documents: Libyan License, Libyan Registration certificate proving that the bidding company was established on or before 15/10/2021 and authorized in relevant activities, (رخصة شركة - , مستخرج من السجل التجاري العام)	Pass / Fail
5	Article of association indicating the company's authorized activities which must be relevant to the solicited goods. (عقد تأسيس الشركة)	Pass / Fail
6	The supplier's mobilization and delivery time is in line with the requirement specified in (Annex A) (maximum 21 days)	Pass / Fail
7	Technical offer submitted in (Annex B), duly signed and stamped.	Pass / Fail
8	The Vendor has submitted a signed and stamped copy of Vendor Registration Form or existing UNHCR vendor ID (Annex D)	Pass / Fail
9	The bidder has submitted a Bank statement including the account number, name, and currency (USD)	Pass / Fail
10	The Vendor acknowledges the UNHCR General Conditions of Contract (Annex E)	Pass / Fail
11	The Vendor acknowledges UN Supplier Code of Conduct (Annex F)	Pass / Fail
12	The Vendor has signed and stamped (Annex G) (Confirmation on sanction lists)	Pass / Fail
13	The Vendor has signed and stamped (Annex H) (Confirmation on delivered), confirmed that items are in stock and shall be delivered within (21) days	Pass / Fail

Offers will be considered technically compliant only if meet the above criteria.

Please include the following price information in your "Annex C" Financial Offer Form (without VAT):

- **Currency:** please submit your offer in **USD ONLY**
- **Specifications:** As per Annex A.
- **Delivery time:** As per Annex B.
- **Unit Cost:** As per Annex C.

Please note that UNHCR has tax and duty exemption status, quotes must be submitted accordingly.

Please note that the financial component will be analyzed only for those bidders that pass the technical evaluation and are considered technically compliant.

The contract may then be awarded to the vendor(s) with the lowest priced offers passing the technical evaluation.

6. TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this RFQ will be made in USD. Payment will be made in accordance with the General Conditions for the Purchase of Services and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

7. Zero Tolerance Policy


Please note that UNHCR strictly follows zero tolerance policy and as such, advises to its bidders not to offer any gifts, favor, hospitality, commission, etc. to UNHCR Staff. Any bidder found to be offering gifts, favor, hospitality, commission, etc. to UNHCR Staff will be placed on United Nations sanctioned list.

MANNER OF SUBMISSION - SUMMARY

Send your email offer to SUPPLY.LIBYA@UNHCR.ORG with the following documents:

1. Company documents: License, Registration certificate proving that the bidding company was established on or before 24/10/2021 and authorized in relevant activities. (مستخرج من السجل التجاري العام, رخصة شركة)
2. Article of association indicating the company's authorized activities which must be relevant to the solicited goods. (عقد تأسيس الشركة)
3. The bidder has submitted a receipt by UNHCR confirming delivery of physical sample line with requirements stated in (Annex A).
4. Your technical offer submitted on Annex B, duly signed, and stamped.
5. Your financial quote submitted on Annex C, duly signed, and stamped.
6. Duly filled signed and stamped Annex D, (copy of Vendor Registration Form).
7. Official Bank letter including the account number, account name and currency (USD).
8. Accepted (signed and stamped) Annex E (UNHCR General Terms and Conditions).
9. Accepted (signed and stamped) Annex F (UN Supplier Code of Conduct).
10. Signed and stamped Annex G (Confirmation on sanction lists).
11. Signed and stamped Annex H (Confirmation on delivery) confirmed that item shall be delivered within (21) days.

Thank you for your kind attention.



Mohamad Khattab
Senior Supply Officer
UNHCR, LIBYA