

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

DATE: 20 November 2024

REQUEST FOR QUOTATION: No. RFQ-HCR-SYR-2024-73

For the Supply and Delivery of Tablets to UNHCR office in Syria

QUOTATION TO BE RECEIVED BY: 27th. November. 2024 – 23:59 hrs Syrian 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 Tablets for UNHCR office in Damascus as specified in this Request for Quotation (RFQ).

Please refer to, and use the following Annexes to prepare your response to this RFQ:

ANNEX A: Technical Specifications and Offer Form -

ANNEX B: Technical Offer Form - *Please fill, sign, stamp and submit.*

ANNEX C: Financial Offer Form - *Please fill, sign, stamp and submit.*

ANNEX D: Vendor Registration Form – *Please fill, sign, stamp and submit.*

ANNEX E: UNHCR's General Conditions for Provision of Goods and Services - *Please indicate your acknowledgement in Annex-B.*

ANNEX F: UN Supplier Code of Conduct - *Please indicate your acknowledgement in Annex-B.*

ANNEX G: Declaration of Eligibility - *Please fill, sign, stamp and submit.*

1. Requirements:

The offer should include the following:

- 1) Company Contact Details (name, contact details and title)
- 2) Company Profile
- 3) Detailed technical specifications of the materials according to **Annex A**.
- 4) Please include the following price information in your quote (without VAT):
 - Currency and Validity of your offer (which should be minimum 60 days from the offer date).
 - **Unit Cost:** based on Incoterm DDP to SARC Syrian Arab Red Crescent headquarters in Damascus.
- 5) the items to be delivered, **DDP** to SARC Syrian Arab Red Crescent headquarters in Damascus.
- 6) Valid Business/Commercial Registration Certificate. In case the certificate has expiration date, it must be valid for at least one year from the bidding closing date.
- 7) Valid commercial bank account matching the bidder's name in the offer and commercial registration.
- 8) 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**).
- 9) Payment terms (Standard payment terms are net 30 days upon satisfactory delivery of goods or services and acceptance by UNHCR).
- 8) Delivery Lead time to be included in number of days after the Purchase Order is placed, must be mentioned in the Technical Offer Form (7 Days)
- 9) Please note that UNHCR has tax and duty exemption status.

2. Evaluation Criteria:

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

Your offer will be evaluated based on the following criteria:

- The Technical compliance with the required items as per Annex A “The Requirements”
- Compliance with the required incoterms: DDP (Delivered duty paid) delivered to UNHCR office in Damascus
- Compliance with the maximum accepted delivery lead time /7/ days.
- 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 technical requirement.

3. PRICE QUOTATION:

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

- Currency
- Total Cost (all inclusive) as requested in Annex-C (Financial Offer Form).
- Acceptance of standard payment terms of UNHCR are net 30 days upon satisfactory delivery and installation of goods or services and acceptance thereof by the UNHCR.

Bank Account

UNHCR will **not accept** offers from companies that do not have the following requirements in the vendor registration form (Annex E):

- a) Commercial bank account
- b) Name of the company in the commercial registration certificate should match with 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.

Due to current legislation, UNHCR cannot transfer any foreign currency into a Syrian bank account. For companies with bank accounts in Syria, submitting Offers in a foreign currency will be transferred in SYP using the effective official UN exchange rate at the time of payment. Suppliers in Syria with bank accounts outside Syria should provide an address of the account holder in locations outside Syria/Turkey.

4. CURRENCY, PAYMENT AND OTHER TERMS FOR PURCHASE ORDERS

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

By participating in this RFQ, suppliers who submit their quotation in US Dollars acknowledge that they accept payment transferred in EURO or other major currency, upon the sole discretion of UNHCR Syria. Payment in alternative currency is affected according to the official UN exchange rate applicable at the time of the payment. The current UN exchange rate can be accessed on <https://treasury.un.org/operationrates/OperationalRates.php>

Your quotation must be valid at least for 90 days. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods or services, receipt of the invoice and acceptance thereof by UNHCR.

UNHCR is exempt from all direct taxes and customs duties. With this regard, price has to be given without VAT.

Liquidated Damages:

Please note that - during the implementation of the Contract or 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% of the value of the delayed quantity/Services for each day of delay beyond the date upon which the Goods/Services were due to be delivered.

4. SUPPLIER ELIGIBILITY AND REGISTRATION:

A prerequisite for any supplier to be deemed eligible for an award of contract is, that the company is not, or not associated with a company or individual, under procurement prohibition by the United Nations, including

but not limited to prohibitions derived from the Consolidated United Nations Security Council Sanctions List, available at:

<https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list#entities>

The qualified suppliers will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as: Financial standing, Core business, Track record, Contract capacity.

6. REQUEST FOR CLARIFICATION:

Bidders are required to submit any request for clarification in respect of this RFQ by e-mail before **25 November 2024 – 23:59 hrs. Syrian time** by e-mail² in PDF format to syrdasogproc@unhcr.org

7. RFQ SUBMISSION:

We would appreciate receiving your quotation on or before **27 November 2024 – 23:59 hrs. Syrian time** by e-mail³ in PDF format to syrdasogproc@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/HCR/SYR/2024/73
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Thank you for your kind attention.

Khalil Shayeb

Supply Officer

UNHCR Sub Office, Qamishli -Syria