**DATE: LaunchDateFromCode**

**REQUEST FOR QUOTATION: No. RFQ/HCR/SYR/REFERENCEFromCode**

# FOR THE SUPPLY AND DELIVERY SubjectFromCode

**QUOTATION TO BE RECEIVED BY: ClosingDateFromMyCode hrs Local Syrian Time**

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly[[1]](#footnote-1), requests your price quotation for products specified in ANNEX A:

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

**ANNEX A**: Technical Specifications

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

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

**ANNEX D**: Vendor Registration Form - *Please fill, sign and submit*

**ANNEX E**: UNHCR’s General Conditions of Contracts *- Please indicate clearly in Annex B if you accept them*

**ANNEX F:**UN Supplier Code of Conduct

1. **REQUIREMENTS:**

*GENERAL DESCRIPTION:*

The successful bidder will be engaged in the supply and delivery of the works as follows:

* **Type of supply and quantities**: SubjectFromCode, as per Annex A
* **Start time**: Immediately after contract award [or enter date or period]
* **Delivery Location(s)**: [enter location(s) and Incoterms]

*TECHNICAL QUOTATION & MINIMUM QUALIFICATIONS:*

The following qualifications must be demonstrated in the submission:

* Copy of business registration with the Chamber of Trade
* Company must have a commercial bank account
* Compliance with the technical description as per **Annex A**.
* Submitted samples must meettechnical description as per **Annex A**.
* [..*add if required*..]

The following must be included in your technical offer (use also **Annex B**):

* Detailed technical description of proposed SubjectFromCode
* Total preparation and delivery lead-time in days
* [.. add all additionally documents required to be submitted e.g. pictures, certificates, data sheet, catalogue, CVs, Health and Safety Plan, etc.]

*PRICE QUOTATION:*

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

* Currency (USD or SYP or EUR)
* Unit Price: As per **Annex C**
* Additional charge, if any (please specify):
* Total Cost (all inclusive):
* Acceptance of validity of quotation for 60 days
* Acceptance of standard payment terms are net 30 days upon satisfactory delivery of goods or services and acceptance by UNHCR

***BANK ACCOUNT***

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

a) Commercial bank account

b) Name of the company 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

**Please consider:** Due to current legislation, UNHCR cannot transfer US Dollars (USD) into a Syrian bank account. If no bank account outside of Syria is provided, offers in USD will be transferred in SYP using the effective official UN exchange rate at the time of payment.

For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

The current UN exchange rate can be accessed on <https://treasury.un.org/operationalrates/OperationalRates.php>

Your prices should stay unvaried in case of partial purchase order award. Your quotation must be valid at least for 30 days. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods or services 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 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.

**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 supplier(s) will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form (**Annex D**) and supporting documents. The investigation involves consideration of several factors such as: Financial standing; Core business; Track record; Contract capacity.

**2. RFQ SUBMISSION**

We would appreciate receiving your quotation in English language.

We would appreciate receiving your quotation on or before **ClosingDateFromCode hrs Syrian Local Time by E-Mail** in PDF format to SuppMailFromCode and SupVisorMailFromCode

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **8 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/Ref2FromCode
* Name of your firm
* Number of e-mails that are sent (example: 1/2, 2/2)

1. **SUBMISSION OF SAMPLES**

As part of the technical evaluation the vendor shall submit samples:

Samples should be sent to the following address **on or before SampleSubDateFromCode hrs Syrian Local Time.**

UNHCR-Damascus Office

Opposite of EL-Andalus Hospital

Kafer Suseh, Damascus, Syrian Arab Republic

ATTN: Nidal Hafez

**Failure to provide the requested samples by the deadline may result in disqualification of the offer.**

**Clarification:**

Bidders are required to submit any request for clarification in respect of this RFQ by e-mail to SuppMailFromCode with copy to SupVisorMailFromCode.

**The deadline for receipt of questions is ClarificationDateFromCode hrs Syrian Local Time.**

Thank you for your kind attention.

**Gerard Moyà**

Senior Supply Officer

UNHCR Syria

1. For further information on UNHCR, please see <http://www.unhcr.org> [↑](#footnote-ref-1)