



UNHCR

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

DATE: 15/10/2021

REQUEST FOR QUOTATION: No. RFQ/TUN/2021/008

FOR THE SUPPLY OF IT CONSUMABLE AND EQUIPMENT FOR THE OFFICE

QUOTATION TO BE RECEIVED BEFORE 29/10/2021, 23h59

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 following IT consumable and equipment for the office specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

Description: IT consumable and equipment for the office

- The request includes several brands for cartridges; drums; keyboard and mouses; screens; heavy duty shredders; wireless headphones and monitor mounts
- Delivery point: Tunis Country Office
- Delivery time (After receipt of order): To be specified by the supplier

Find attached in ANNEX B more information about the goods required (specifications).

Please include the following price information in your quote (without VAT):

- Currency: TND
- Unit Cost
- Cost of all items/good
- Additional charge, if any (please specify): the delivery to the office in LAC 1 or other
- Total Cost for goods (all inclusive)

Please note that UNHCR has tax and duty exemption status.

2. BIDDING INFORMATION:

2.1. RFQ DOCUMENTS

The following annexes form integral part of this Request for Quotation:

Annex A: Technical Offer Form
Annex B: Financial Offer Form

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

Annex C: Vendor Registration Form (to be completed and submitted by vendor who are neither registered with UNHCR nor in UNGM)

Annex D: General Conditions of Contract for Provision of Services (2018)

Annex E: UN Supplier Code of Conduct

2.2. **ACKNOWLEDGMENT**

We would appreciate your informing us by Gharbi@unhcr.org copying Sariieddi@unhcr.org as to:

- **Your confirmation of receipt of this request for Quotation.**
- **Whether or not you will be submitting a quotation.**

IMPORTANT:

Failure to send the above requested information may result in disqualification of your offer from further evaluation.

2.3. **REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to Gharbi@unhcr.org Copying Sariieddi@unhcr.org . **The deadline for receipt of questions is 23:59 hrs TUNIS local time on 21st October 2021.** Bidders are requested to keep all questions concise.

IMPORTANT:

Please note that Bid Submissions are **not** to be sent to the e-mail address above.

UNHCR will compile received questions and plans to respond shortly after the query closing date. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

2.4. **YOUR OFFER**

Your offer shall be prepared in French or English.

IMPORTANT:

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than the submission e-mail address will result in disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" section 3. of this RFQ.

Please submit your offer using the Annexes provided. **Offers not conforming to the requested formats may be not taken into consideration.**

Your offer shall comprise the following two sets of documents in PDF format (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.):

- Technical offer
- Financial offer

2.4.1 **Content of the TECHNICAL OFFER**

IMPORTANT:

No pricing information should be included in the Technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required.

The following 6 (six) eligibility criteria must be met by the bidder to qualify for further consideration. Pre-conditions are not ratable components of the technical offers.

- 1) Proof that your company is registered in Tunisia.
- 2) Duly completed, signed, stamped and dated Vendor Registration Form; (VRF is attached at **Annex C** or if already registered with UNHCR provide the company's UNHCR vendor ID) and official bank details.
- 3) Written statement that your company accepts UNHCR terms, conditions, and standard payment terms of 30 days (**Annex D**).
- 4) Written statement that your company accepts the policy detailed in the supplier code of conduct (**Annex E**).
- 5) The Data sheet detailing the technical specifications of the items detailed in the submitted Offer
- 6) After-sale Policy, warranty period and delivery terms

2.4.2. Content of the FINANCIAL OFFER

Your separate **Financial Offer** must contain an overall offer in a single currency, in TND.

The financial offer must cover all the services to be provided (price "all inclusive"). The quoted fees shall comprise all cost.

The Financial Offer is to be submitted as per the Financial Offer Form (**Annex B**). Bids that have a different price structure may not be accepted.

You may quote for the total list or a selection of items detailed in the Annex B.

UNHCR may confirm the total list of the items submitted within the bid or a selection of list.

Prices must be given without VAT.

You are requested to hold your offer valid for ninety (90) days from the deadline for submission. UNHCR will make its best effort to select the company(ies) within this period. UNHCR's standard payment terms are within thirty (30) days after satisfactory implementation and receipt of documents in order.

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

3. Submission of Bid

3.1. Bid Reference: RFQ/TUN/2021/008

3.2. Deadline for submission: 29 October 2021 – 23h59, Tunisia Local Time or Earlier

3.3. Offers must be submitted electronically to the email address: **tuntu@unhcr.org**

- a. Format PDF files (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.
 - b. Email size must not exceed 20 MB
 - c. For big attachments over 20 MB, please split into multiple numbered emails (e.g. 1 of 3, 2 of 3 and 3 of 3).
 - d. No document downloading links are accepted. All documents must be attached with the emails.
 - e. If the supplier is uploading number of small files, please zip the files into a ZIP folder and upload the folder instead of each file individually.
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- f. The subject line of the email must clearly state the tender reference number RFQ/TUN/2021/008
- g. The subject of the email must also include the company name and type of offer (i.e technical or financial)
- h. The Technical offers and financial offers must be submitted in separate emails.
- i. All files must be free of viruses and not corrupted.
- j. UNHCR reserves the right to accept or reject any offers that is not following the email submission instructions.
- k. No other person from UNHCR to be copied on the tender emails otherwise the supplier may be disqualified for this tender.
- l. For any technical issues with submission of emails, the suppliers must contact this email address: Gharbi@unhcr.org copying sarieddi@unhcr.org

IMPORTANT:

Any bid received after this date or sent to another UNHCR address may be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

- m. UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that enough information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

Thank you for your kind attention.

Nour GHARBI
Supply Associate
UNHCR Tunisia Operation

