



UNHCR

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

DATE: 19/11/2020

REQUEST FOR QUOTATION: No. RFQ/GRC/2021/043

For the establishment of Frame Agreement for Surface Sanitizers for 1 year

QUOTATION TO BE RECEIVED BY: Monday 29 November 2021 at 23:59 hrs Local Greek time

The United Nations High Commissioner for Refugees (UNHCR) requests your price quotation for the establishment of Frame Agreement for the goods as specified in this Request for Quotation (RFQ).

1. Requirements

- Description: Frame Agreement for the Purchase and Delivery of Surface Sanitizers
- Estimated Quantity to be procured under FA: up to 19,000 pcs
- Duration: One (1) year
- Supplier is expected to maintain the unit price for the total duration of frame agreement (i-e 1 year).
- Type of deliverables and quantities: as described in Annex A – Specifications.
- Delivery Location: UNHCR Warehouse at Aspropyrgos.

Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase the full quantity of items. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders under the Frame Agreement. UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial awards.

NOTE: In case there is any deviation of the proposed specifications for the item, supplier should state it clearly on the Technical Proposal.

Find attached in **Annex A** additional information about the goods required.

2. Technical and Financial Offer

2.1 Content of the Technical Offer

- Acknowledgement of Annex A – Specifications. Please stamp and sign Annex A, in order to confirm your acknowledgement.
- Photo and specifications of the proposed item.
- Tax certification for Greek companies or relevant document for foreign companies: Please provide the Tax registration certificate from “Taxisnet” (which states that your business is active and includes your tax number and activity codes (ΚΑΔ) that are relevant to the goods/services requested). In case your company is not registered in Greece, kindly provide any relevant certification from your governmental authority that states your company’s capacity to undertake the relevant goods.

The below administrative documentation should be also included in the Technical Offer and will be assessed by the Supply Unit in order for the offer to be complete:

- UNHCR General Conditions of Contract for the Provision of Goods: Your technical offer should contain your acknowledgement of the UNHCR General Conditions of Contract for the Provision of Goods (**Annex C**).
- UN Supplier Code of Conduct: Your technical offer should contain your acknowledgement of the UN Supplier Code of Conduct (**Annex D**).
- Vendor Registration Form: Please complete, sign and submit with your technical proposal the UNHCR Vendor Registration Form (**Annex E**)
If your company is already registered with UNHCR, please submit an empty Vendor Registration Form clearly indicating your UNHCR Vendor ID

2.2 Content of the Financial Offer

Please include the following price information in your quote by completing the **Annex B - Financial Offer**:

- Currency: EUR
- Quote should be given DAP: Delivery at Place
- Total Cost of goods: all inclusive. **VAT should be indicated separately**
- Other costs, if any: please specify

3. Bid Evaluation

For the award of this project, UNHCR has established evaluation criteria which govern the selection among offers received. Evaluation is made on a technical and financial basis.

The technical part will be evaluated based on the evaluation criteria (PASS or FAIL) mentioned above under point 2.1, based on the requirements of Annexes.

Only Financial offers for the Bidders that will pass to all the above criteria will be considered for financial evaluation.

The Financial Evaluation (only for bidders that passed the technical evaluation) will be based on:
Unit Price of items indicated in **Annex B**.

4. Requests for Clarifications

Requests can be received by email only to Supply unit at GREATPROCURE@unhcr.org and the deadline for receipt of questions is **24 November 2021 at 23:59 hrs local Greek time**. Bidders are requested to keep all questions concise.

UNHCR will compile the questions received and plans to respond to questions via email. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

5. RFQ Submission

We would appreciate receiving your quotation duly signed and stamped on or before **Monday 29 November 2021 at 23:59 hrs Local Greek time** in PDF format via e-mail to GREATPROCURE@unhcr.org

It is your responsibility to verify that all e-mails have been received properly before the deadline. Please be aware of the fact that the e-mail policy employed by UNHCR limits **the size of received email (attachments and body email) 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/GRC/2021-043
- Name of your company
- Number of e-mails that are sent (example: 1/2, 2/2, 3/3)

Your offer should be in two parts:

1. Technical offer. To be submitted by the Bidder signed.
2. Financial offer. To be submitted using Annex B form, signed by the Bidder.

Both offers should be submitted as separate documents in pdf files.

You are kindly asked to hold your quotation valid for at least 120 days.

The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please note that UNHCR has tax and duty exemption status.

Payment shall take place within 30 days (via bank transfer) from invoice receipt date, after verification of goods/services by responsible UNHCR staff.

UNHCR payments are processed through UNHCR Headquarters account (in Geneva), and as such, will be received by the Contractor's local bank account as an international incoming transfer. UNHCR is not liable/responsible for any commission charges, depending upon the agreement the Contractor has with its bank. This should be taken into consideration and be included in the financial quote of each bidder.

UNHCR is not obliged to award a contract for the requested goods/services.

IMPORTANT: Cancellation of Solicitation: UNHCR reserves the right to cancel a Solicitation at any stage of the procurement process prior to final notice of award of a contract.

Thank you for your kind attention.

Attachments:

Annex A: Specifications

Annex B: Financial Offer Form

Annex C: UNHCR General Conditions of Contract for the Provision of Goods 2018

Annex D: UN Supplier Code of Conduct

Annex E: Vendor Registration Form (for suppliers not yet registered with UNHCR)



Khurram Jamil
Supply Officer
UNHCR Greece

