
DATE: 08/09/2021

REQUEST FOR QUOTATION: No. RFQ/LBY/TR/21/050

FOR THE SUPPLY AND DELIVERY OF

PROTECTIVE GLOVES, MASKS AND HAND SANITIZERS

QUOTATION TO BE RECEIVED BY: 15/09/2021 17:00 Hrs Tunis Local Time

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹, for the supply and delivery of Protective Gloves, Masks and Hand Sanitizers

1. REQUIREMENTS

- Description: Protective Gloves, Masks and Hand Sanitizers
- Specifications: as indicated in Annex A
- Quantity: as indicated in Annex C
- Mandatory Documents: as listed in Annex B1
- Delivery Terms: DAP, UNHCR Office In Les Berges du Lac 1, Tunis, Tunisia

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

UNHCR reserves the right to split contract award for any of the items between any bidders in any combination as it may deem appropriate, and the bidders must be willing to accept partial awards.

Qualification/Evaluation Criteria:

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

Criteria	Assessment
The Offer is in full compliance with specifications listed in Annex A	Pass / Fail
The bidder is registered in Tunisia with minimum three (3) years of service.	Pass / Fail
All mandatory documents submitted as requested on Annex B-1 of the solicitation document	Pass / Fail

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

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

- Currency: please submit your offer in **TND ONLY**
- Unit Cost: DAP, UNHCR Office, Les Berges du Lac 1, Tunis, Tunisia
- Total Cost for items (all inclusive).

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

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

2. RFQ Submission

We would appreciate receiving your quotation on or before **15/09/2021 – 17:00 hrs** 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/21/050**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Your quotation must be valid as least for 90 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 **UNHCR's General Conditions of Contracts for the Provision of Goods**. You must clearly indicate in your quotation if you accept them.

Please find attached in "**Annex F**" the **UN Supplier Code of Conduct**, your offer should contain your acknowledgement of the UN Supplier Code of Conduct will result in disqualification of your offer.

MANNER OF SUBMISSION - SUMMARY

Send your email offer to supply.libya@unhcr.org with the following documents:

1. Registration Documents (Registre de commerce) proving that bidding company was registered in Tunisia prior to 15/09/2018
2. Tax Certificate (Certificat de situation fiscal + Patente)
3. Confirmation on technical compliance on Annex B
4. Photos / Brochures of the offered products
5. Your financial quote submitted on Annex C, duly signed and stamped
6. Signed Vendor Registration Form (Annex D) or or an empty Vendor Registration Form containing an existing UNHCR vendor ID.
7. Bank Statement including the company's account name, number, IBAN 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)

Thank you for your kind attention.

Motchian Aman
Senior Supply Officer
UNHCR, LIBYA



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