
DATE: 29/08/2022

REQUEST FOR QUOTATION: No. RFQ/LBY/TR/22/045

FOR THE SUPPLY AND DELIVERY OF

TONER CARTRIDGES

QUOTATION TO BE RECEIVED BY: 2/09/2022 17:00 Hrs Tunis Local Time

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

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 Toner Cartridges specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR) Libya Office located in Tunis, invites qualified bidders to make a firm offers for the supply and delivery of Toner Cartridges.

- **Description:** Toner Cartridges
- **Specifications:** as indicated in Annex A
- **Quantity:** as indicated in Annex C
- **Delivery Terms:** DAP, UNHCR Office in La Rive Business Centre, Rue du Lac Biwa, Les Berges du Lac 1, Tunis

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

Qualification/Evaluation Criteria:

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

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

Sr. No.	Criteria	Assessment
1	The offered products should meet the technical specifications indicated in Annex A	Pass / Fail
2	All offered products are genuine and covered by warranty	Pass / Fail
3	Delivery period is 3 to 5 weeks upon receipt of the purchase order	Pass / Fail
4	All mandatory documents submitted as requested on Annex B-1 of the solicitation document	Pass / Fail

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

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, La Rive Business Centre, Rue du Lac Biwa, Les Berges du Lac 1, Tunis
- **Total Cost for items** (all inclusive).
- **Delivery time** (After receipt of order): 3 to 5 weeks

Note: Ink cartridges will be verified for a genuine product prior to acceptance the delivery.

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

Please note that the financial component will be analyzed only for those bidders that pass the technical evaluation and are considered technically compliant. The contract may then be awarded to the vendor(s) with the lowest priced offers passing the technical evaluation.

2. RFQ Submission

We would appreciate receiving your quotation on or before **2/09/2022 – 17:00 hrs, Tunis time 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/22/045**
- 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.

The checklist for the required technical documents can be found in “**Annex B1**”

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**, please note that submitting an offer is deemed as full acceptance of UN Supplier Code of Conduct.

Please find attached in “**Annex G**” the “**Confirmation on Vendor Sanctions**” that you should complete, sign and stamp.

3. BID ACCEPTANCE:

UNHCR reserves the right to accept the whole or part of your quotation. UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Services.

UNHCR may, at its discretion, extend the deadline for the submission of quotation, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that UNHCR is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR’s general principles, including economy and efficiency and best value for money

4. TERMS FOR PURCHASE ORDERS

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

5. Environmental Policy

UNHCR’s policy is to purchase products and services which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packaging, use and disposal of goods form part of UNHCR’s evaluation and selection criteria.

6. Zero Tolerance Policy

Please note that UNHCR strictly follows zero tolerance policy and as such, advises to its bidders not to offer any gifts, favor, hospitality, commission, etc. to UNHCR Staff. Any bidder found to be offering gifts, favor, hospitality, commission, etc. to UNHCR Staff will be placed on United Nations sanctioned list and UNHCR will not do business with them anymore

MANNER OF SUBMISSION - SUMMARY

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

1. Registration certificate proving that bidding company is registered in Tunisia and was established on or prior to 29/08/2019 (**Registre de commerce**)
2. Tax Certificate (**Patente**)
3. A written declaration confirming that all products are HP genuine and under warranty
4. Your technical offer submitted on Annex B, duly signed and stamped
5. Your financial quote submitted on Annex C, duly signed and stamped
6. Duly filled signed and stamped copy of Vendor Registration Form (Annex D) or, if the company is already registered with UNHCR, an empty Vendor Registration Form clearly indicating the UNHCR Vendor ID.
7. Bank statement including the account number, name and currency (TND) (unless the company is registered with UNHCR, and the bank details have not changed)
8. Accepted (signed and stamped) Annex E (UNHCR General Terms and Conditions)
9. Accepted (signed and stamped) Annex F (UN Supplier Code of Conduct)
10. Confirmation that bidder is not included in UN/UNGM/EU sanction list: (Annex G) dully filled/signed and stamped.

Thank you for your kind attention.

Motchian Aman
Senior Supply Officer
UNHCR, LIBYA

