

DATE: 24/11/2022

REQUEST FOR QUOTATION: No. RFQ/LBY/TR/22/056

FOR THE SUPPLY AND DELIVERY OF

MOBILE PHONES AND ACCESSORIES

QUOTATION TO BE RECEIVED BY: 01/12/2022 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, requests your price quotation for the supply and delivery of mobile phones and accessories 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 mobile phones and accessories

- **Description:** Mobile phones and accessories
- **Specifications:** as indicated in Annex A
- **Quantity:** as indicated in Annex C
- **Delivery Terms:** DAP, UNHCR Office In 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:**

Sr. No.	Criteria	Assessment
1	The offered equipment should fully conform to the products' specification given in Annex – A	Pass / Fail
2	All mandatory documents submitted as requested on Annex B 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 In Les Berges du Lac 1, Tunis.
- **Total Cost for items** (all inclusive).
- **Delivery time:** Within three (3) weeks upon receipt of the purchase order.

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.

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 **01/12/2022 – 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/22/056**
- 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**, 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 documents (Registre de commerce) proving that bidding company is registered in Tunisia and was established prior to 01/12/2019
2. Valid Tax Certificate (Patente)
3. Your technical offer submitted on Annex B, duly signed and stamped
4. Your financial quote submitted on Annex C, duly signed and stamped
5. 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.
6. Bank statement including the account number, name and currency (TND) (unless the company is registered with UNHCR and the bank details have not changed)
7. Accepted (signed and stamped) Annex E (UNHCR General Terms and Conditions)
8. Accepted (signed and stamped) Annex F (UN Supplier Code of Conduct)
9. 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.

Supply Unit
UNHCR, LIBYA

