
DATE: 28 April 2024

REQUEST FOR QUOTATION: No. RFQ/HCR/CXB/2024/013
FOR
THE SUPPLY AND DELIVERY OF VARIOUS ELECTRICAL ITEMS
FOR DIFFERENT LOCATIONS, COX'S BAZAR

QUOTATION TO BE RECEIVED BY: 06 May 2024 by 17:00 hrs BST

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly, requests your price quotation for the following Service specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sub-Office (SO) Cox's Bazar, Bangladesh, invites qualified vendors to submit their quotations for the supply and delivery of various electrical items for different locations, Cox's Bazar, Bangladesh.

Delivery location: New storied building, UNHCR Sub-Office & Ukhiya Specialized Hospital II, Ukhiya, Cox's Bazar, Bangladesh.

Supply and delivery lead time: **Maximum delivery lead time is set to 2 weeks from PO issuance. Bidders offering longer lead time may not be considered.**

Bidders to submit the following documents:

- Valid trade license 2023-2024
- TIN certificate
- VAT certificate

Find attached **ANNEX A Consolidate Bill of Quantities (BoQ) for 2 Projects.**

Find attached **ANNEX B Financial Offer Form** please complete the table provided with your quoted prices and submit both signed pdf and excel xls versions.

The following information must be included in your quote:

- Brand/model offered;
- Currency of the offer (Bangladeshi Taka only);
- Unit and total cost (all-inclusive, VAT exclusive, as per the table provided in **Annex B**);
- Any applicable discounts must be stated in Annex B clearly and separately;
- **Warranty scope & coverage period, where applicable (see under "Description" in Annex A)**
- **Product catalogues & brochures where applicable**

Please note that UNHCR has tax and duty exemption status.

UNHCR is exempted from all direct taxes and customs duties. Quoted rates shall be provided without VAT but the VAT amount shall be clearly separately indicated.

Suppliers mentioning VAT in their offer shall submit VAT registration documents, otherwise VAT component will not be accepted.

For VAT payment, awarded supplier will provide UNHCR with invoice, waybill, completed Mushak 6.3 template, treasury challan signed/attested by Bank/VAT authorities and money receipt.

IMPORTANT:

Bidders not having VAT Registration documents are only allowed to submit offers excluding VAT component.

Please note that the figures have been stated in order to enable the bidders to have an indication of the projected requirements. This does not represent a commitment that UNHCR will purchase the above quantity. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders.

Other United Nations Agencies, Funds and Programs shall be entitled to the same prices and terms as those contained in the offers of the successful bidders and could form the basis for a contract with other UN Agencies.

2. REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to BGDCOSUP@UNHCR.ORG with subject line of the e-mail "RFQ/HCR/CXB/2023/033 Request for Clarification", copy to ASHRAFUZ@UNHCR.ORG and SUEGES@UNHCR.ORG. The deadline for receipt of questions is 15:00 hrs BST on Wednesday 01 May 2024. Bidders are requested to keep all questions concise.

UNHCR will reply to the questions received as soon as possible by email to all invited bidders.

3. RFQ SUBMISSION

Offers must bear your official letterhead clearly identifying your company's credentials.

We would appreciate receiving your quotation **on or before 06 May 2024 – 17:00 hrs BST** through the following manner of submission:

By e-mail in PDF format to BGDCOSUP@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:

- RFQ/HCR/CXB/2024/013
- Name of your firm
- Number of e-mails that are sent

Subject: RFQ/HCR/CXB/2024/013 Electrical Items.

Your quotation must be valid for at least sixty (60) days.

4. TERMS OF PAYMENT

Payment will be made in accordance to the UNHCR General Conditions of Contract. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods and acceptance thereof by UNHCR, presentation of original invoice and delivery note in good order.

5. UNHCR GENERAL CONDITIONS OF CONTRACT FOR THE PROVISION OF GOODS

The UNHCR General Conditions of Contract for the Provision of Goods can be found as **Annex C**. Please note that submitting an offer is deemed to be full acceptance of the GCCs.

6. UN SUPPLIER CODE OF CONDUCT

UN Supplier Code of Conduct can be found as **Annex D**. Please note that submitting an offer is deemed as full acceptance of the UN Supplier Code of Conduct.

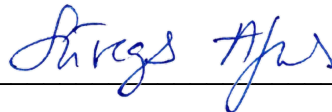
7. VENDOR REGISTRATION FORM

If your company is not yet registered with UNHCR, you must fill in, sign and return with your offer the UNHCR Vendor Registration Form attached as **Annex E**. If your company is already registered with UNHCR, please submit **Annex E** as blank, stipulating your UNHCR vendor ID on the form.

The purchase will be awarded to the lowest priced meeting UNHCR's requirements.

UNHCR reserves the right to accept the whole or part of your bid or to allow split or partial awards.

Thank you for your interest in doing business with UNHCR.



Agnes Suveges
Associate Supply Officer
Supply Unit
UNHCR SO Cox's Bazaar, Bangladesh