
DATE: 14 March 2024

REQUEST FOR QUOTATION: No. RFQ/HCR/CXB/2024/010

**ESTABLISHMENT OF A FRAME AGREEMENT FOR THE SUPPLY AND DELIVERY OF
OFFICE STATIONERY FOR UNHCR BANGLADESH**

QUOTATION TO BE RECEIVED BY: 04 APRIL 2024 by 14:00 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 Goods and Services specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

- **Description: Establishment of a Frame Agreement for the Supply and Delivery of Office Stationery, for one (1) year, extendable for another year (in total 1+1 years).**
- Technical Specifications: Stipulated in **Annex A**
- Delivery Location: UNHCR Sub-Office Cox's Bazar, New Cottages, Motel Probal, Motel Road, Cox's Bazar – 4700 **and** UNHCR Representation Office, Dhaka.
- **Delivery Lead Time: Maximum Seven (07) Days.**
- Duration: Initially one (1) year with the possibility of another one (1) year extension.

Find attached **ANNEX A Technical Specifications**.

Find attached **ANNEX B Technical Offer Form**. Please complete the table provided with your technical offers.

Find attached **ANNEX C Financial Offer Form** (Delivery to Cox's Bazar & Dhaka Offices) please complete the table provided with your quoted prices.

IMPORTANT: Presentation of sample(s) are mandatory requirement constituting an integral part of the technical evaluation process. The sample(s) will be examined for conformity to the technical specifications detailed in Annex A (Technical Specifications).

Bidders are to offer the entire Annex with all the items. Partial offers of Annex A will not be considered.

Please include the following price information in your quote (without VAT):

- Currency: BDT
- Total Cost for Goods (all inclusive):

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.

SECONDARY BIDDING ARRANGEMENT:

UNHCR may, given the particular nature of a requirement, wish to place more than one Vendor under Frame Agreement on an equal footing, and thereafter conduct a secondary bidding process

which may be repeated regularly when an actual requirement arises. Such an arrangement and any subsequent change to it must be approved by the relevant Procurement Review Authority. In such a case, orders are placed with the Vendor or Vendors offering the best value for money following each secondary bidding process, which must be fairly and competitively conducted as well as fully documented for transparency purposes.

Secondary bidding processes are usually conducted by the Procurement Function in cooperation with the Requesting Function. However, where so deemed appropriate, the Procurement Function may delegate the Requesting Function to conduct directly the process. In this case, the Procurement Function will only review and approve the relating outcome.

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 UNHCR Supply Unit in Cox’s Bazar, Bangladesh bgdcosup@unhcr.org. **The deadline for receipt of questions is 17:00hrs BST on 25 March 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 after the above-mentioned deadline.

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3. ELIGIBILITY REQUIREMENTS

As part of the eligibility requirements **submitted quotations shall include the following documents:**

- Valid trade license 2022-2024
- TIN certificate
- VAT certificate

Failing to submit requested documents above may result in disqualification from this RFQ.

4. TECHNICAL EVALUATION CRITERIA

All offers will be evaluated using the PASS/FAIL system based on the following eligibility and technical evaluation criteria:

TECHNICAL EVALUATION CRITERIA	
EVALUATION CRITERIA	MERIT “PASS” / “FAIL”
TECHNICAL CRITERIA	
1. Compliance of proposed items specifications with UNHCR technical specifications (Annex A)	Non-discretionary “Pass/Fail”
2. Mandatory Submission of samples as per the technical specifications (Annex A)	Non-discretionary “Pass/Fail”
3. Submission of Proof of minimum two (2) similar contracts/Purchase Orders with UN Agencies, INGOs, Government or Private Sector for similar items	Non-discretionary “Pass/Fail”
4. Compliance with delivery lead time of Maximum 07 days	Non-discretionary “Pass/Fail”

5. RFQ SUBMISSION

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

We would appreciate receiving your quotation **on or before 04 April 2024 – 14:00 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 subject field:

- RFQ/HCR/CXB/2024/010
- Name of your firm
- Number of e-mails that are sent
- (Example: RFQ/ HCR/CXB/2024/010, Company [ABC], e-mail 1 of 2)

Subject: ESTABLISHMENT OF A FRAME AGREEMENT FOR THE SUPPLY AND DELIVERY OF OFFICE STATIONERY ITEMS FOR UNHCR BANGLADESH

For the submission of samples, bidders are to send the samples to UNHCR Sub-Office Cox's Bazar, New Cottages, Motel Probal, Motel Road, Cox's Bazar – 4700, on or before 03/04/2024 – 14:00 hrs. All samples must be sent in a (carton) box, clearly mentioning the name of the bidding company and the RFQ reference number "RFQ/ HCR/CXB/2024/010".

Your quotation must be valid for at least ninety (90) days.

6. 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 Services and acceptance thereof by UNHCR, presentation of original invoice and delivery note in good order.

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

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

8. UN SUPPLIER CODE OF CONDUCT

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

9. 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 F**. If your company is already registered with UNHCR, please submit **Annex F** as blank, stipulating your UNHCR vendor ID on the form.

The award of this purchase will be done to the lowest priced offer best meeting the stated 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 kind interest in doing business with UNHCR.

Ibrahim Mansaray
Supply Officer
Supply Unit
UNHCR SO Cox's Bazaar, Bangladesh