
DATE: 23 December 2025

REQUEST FOR QUOTATION: No. BGD - UNHCR RFQ 2305

**FOR THE SUPPLY, DELIVERY, INSTALLATION, TESTING, COMMISSIONING
AND MAINTENANCE OF DIFFERENT CAPACITY GENERATORS**

QUOTATION TO BE RECEIVED BY: 29 December 2025 BY 11:00 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: Supply, delivery, installation, testing, commissioning, and maintenance of 1 x 125 kVA, and 1 x 62.5 kVA Generators.
- Technical Specifications: Stipulated in **Annex – A1 & A2**.
- Annex B: Technical Offer Form.
- Delivery Location: Nayapara and Shalbagan, Teknaf, Cox's Bazar.
- Delivery lead time: The bidder shall state the delivery lead time necessary to deliver and install the generators. The expected delivery lead time is **within 45 days**. Longer lead time may not be considered.

Find attached

ANNEX A1: Requirements and Technical Specifications of 1 x 125 kVA generators.

ANNEX A2: Requirements and Technical Specifications of 1 x 62.5 kVA generators.

ANNEX B: Technical Offer Form for different capacity generators.

Please complete and sign the Technical Offer Form provided with your technical offers.

Find attached **ANNEX C Financial Offer Form** please complete and sign both forms provided with your quoted prices.

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

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

Please note that UNHCR has tax and duty exemption status.

UNHCR may award multiple Purchase Orders to suppliers for any of the (02) generators that they can offer within the specified delivery timeline.

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 guidance on completing the VAT documentation, please refer to the sample VAT documents in **Annex D**.

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 questions regarding this RFQ (**BGD- UNHCR RFQ 2305**) by messaging through the Cloud ERP system—Supplier Portal. (Please refer to the instructions attached as Annex - E, page 51.) **The deadline for receipt of questions is 12:00 hrs BST on 24/12/2025.** Bidders are requested to keep all questions concise.

UNHCR will reply to the questions received as soon as possible by Cloud ERP system/email to all interested bidders.

3. TECHNICAL EVALUATION CRITERIA

All offers will be evaluated using the PASS/FAIL system based on the following eligibility and technical evaluation criteria – **Bidders are requested to submit all the below requested documents/information:**

TECHNICAL EVALUATION CRITERIA	
	MERIT "PASS" / "FAIL"
ELIGIBILITY CRITERIA	
1. Availability of valid commercial trade licenses from July 2023 until June 2026 as per below: July 2023 - June 2024 July 2024 - June 2025 and July 2025 – June 2026	Non-discretionary "Pass/Fail"
2. Submission of valid TIN certificate (TAXPAYER Identification Number)	Non-discretionary "Pass/Fail"
3. Submission of valid VAT certificate	Non-discretionary "Pass/Fail"
4. Company fully accepts UNHCR General Conditions of Contract for the Provision of Goods and Services by company signature and seal (Annex F).	Non-discretionary "Pass/Fail"
5. The company unconditionally commits to the UN Supplier Code of Conduct by company signature and seal (Annex G).	Non-discretionary "Pass/Fail"

TECHNICAL EVALUATION CRITERIA

1. Compliance of each criterion mentioned in the technical offer form (e.g. SI # 1-27 of the Technical Offer Form).	Non-discretionary "Pass/Fail"
2. Submission of Technical specifications sheet/compliance sheet for every size of the offered generator.	Non-discretionary "Pass/Fail"
3. Proven track record of generator supply, installation, testing and commissioning to other reputable clients (list of organizations, copies of contracts/purchase orders from minimum 3 different key clients need to be submitted), at least one of the contracts or purchase orders needs to be issued on or after 2020 and duly completed.	Non-discretionary "Pass/Fail"

4. RFQ SUBMISSION

Please carefully read the step-by-step procedures for submission of your offer from **Annex E**, page 41 – 62.

Bids should be submitted directly on the portal and all attachments should be uploaded in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.). The Technical and Financial offers shall be submitted in the specified sections. Failure to do so will result in disqualification.

The bids submission deadline is specified in the Overview section of Cloud ERP Negotiation **BGD - UNHCR RFQ 2305**. **Any bid received after this deadline or outside of the online portal will be rejected.** UNHCR may at its discretion, extend the bid submission deadline and the notifications will be sent to all prospective bidders directly in the online portal. The extension of the deadline may accompany a modification of the requirements prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

It is the supplier's responsibility to verify that documents and correspondence have been submitted properly before the deadline. Please be aware that the system requirements employed by UNHCR limit **the size of attachments to a maximum of 20 Mb in each required field, as specified in the Requirements Section** Negotiation **BGD - UNHCR RFQ 2305**.

UNHCR will not be responsible for locating or securing any information that is not identified in the proposal. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the proposal, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

IMPORTANT:

The technical offer and financial offer are to be uploaded separately in the specified section in the ERP portal. Failure to do so may result in disqualification.

DEADLINE: 29 December 2025 – 11:00 Hrs BST.

LATE SUBMISSION OF BIDS: The ERP Portal will deny access to suppliers who attempt to submit their bids after the closing deadline date and time. Should the bidder have any challenges in submitting their proposal, **request for assistance should be sought by sending an email to bgdcosup@unhcr.org, at least three (3) working days before tender closing date.** Bidders are encouraged to submit their proposals in good time to allow for any technical issues to be resolved.

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

5. TERMS OF PAYMENT

Payment will be made in accordance with the UNHCR General Conditions of Contract. The standard payment terms of UNHCR is net 45 days upon satisfactory delivery of goods and acceptance thereof by UNHCR, presentation of original invoice and delivery note in good order.

6. UNHCR GENERAL CONDITIONS OF CONTRACT FOR THE PROVISION OF GOODS AND SERVICES

The UNHCR General Conditions of Contract for the provision of Goods and Services can be found in **Annex F** respectively. Please return a signed copy of both GCC documents together with your offer or clearly indicate in your quotation that you unconditionally accept its provisions. However, please note that submitting an offer is deemed to be full acceptance of the GCCs.

7. UN SUPPLIER CODE OF CONDUCT

Your offer must contain your acknowledgement of the UN Supplier Code of Conduct by signing the attached **Annex G**. However, please note that submitting an offer is deemed as full acceptance of the UN Supplier Code of Conduct.

Supplier Registration in Cloud ERP System:

If you are interested in submitting a response to this RFQ, please prepare your bid response in accordance with the requirements and procedures as set out in this Request for Quotation and submit it by the deadline for submission of Proposal set out in this document and in the ERP Cloud Supplier Portal.

Offers must be submitted through the Cloud ERP portal. In case you have never registered before, you can register a profile using the registration link [Click Here for New Supplier Registration Link](#)

and follow the instructions and guidelines available on the UNHCR website: [Supplier Portal User Manual](#) or Guidelines for UNHCR Suppliers (**Annex E**).

Do not create a new profile if you are already registered. Kindly use this link: <https://supplier-portal.unhcr.org/> or refer to page number 38 of the UNHCR Supplier portal manual (**Annex E**) to Log in with your email address and Password. Use the forgotten password feature in case you do not know/remember your password or username from previous registration, please refer to **page number 38 - 40 of the UNHCR Supplier portal manual (Annex E)**.

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.

Robina Kolok
Senior Supply Officer
Supply Unit
UNHCR SO Cox's Bazar