

DATE: 27/06/2023

REQUEST FOR QUOTATION: No. RFQ/LBY/TR/23/015

FOR THE ESTABLISHMENT OF FRAME AGREEMENT FOR THE SUPPLY AND DELIVERY OF

REFRESHMENT PACKAGES

QUOTATION TO BE RECEIVED BY: 18/07/2023 17:00 Hrs Libya 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 **Refreshment Packages** specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Libya invites qualified bidders to make a firm offers for the supply and delivery of **Refreshment Packages**

- **Description:** Refreshment Packages
- **Specifications:** as indicated in Annex A
- **Quantity:** as indicated in Annex C
- **Delivery Terms:** DAP Tripoli

UNHCR may award Frame Agreement(s) with a duration of **two (2) years** potentially extendible for a further period of **one (1) year**. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

UNHCR reserves the right to split contract award for any of the items between any bidders in any combination as it may deem appropriate and the bidders must be willing to accept partial awards.

The estimated annual requirement of UNHCR is indicated in Annex C.

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

Other United Nations Agencies, Funds and Programmes 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 Frame Agreement with other UN Agencies.

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

IMPORTANT:

When a Frame Agreement is awarded, either party can terminate the agreement only upon 60 days' notice, in writing to the other party.

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

2. CLARIFICATIONS:

Bidders are required to submit any request for clarification in respect of this RFQ by email to supply.libya@unhcr.org The deadline for receipt of questions is **06/07/2023** at 17:00hrs Libya Time.

3. RFQ Submission:

We would appreciate receiving your quotation on or before **18/07/2023 – 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/23/015**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Your quotation must be valid as least for **30 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.

4. 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.

5. 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 goods / services should fully conform to the specifications given in Annex – A	Pass / Fail
2	The Company has been established for at least 3 years prior to the tender's closing date	Pass / Fail
3	The company's authorized activities are relevant to the solicited goods (food supply, catering)	Pass / Fail
4	The company has proof of previous experience in supplying of the required goods.	Pass / Fail
5	The bidder submitted all mandatory documents as requested on Annex B1 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 **USD ONLY**
- **Unit Cost:** As per Annex C
- **Delivery time:** See annex C

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

Inspection: at the time of purchase, inspection will be arranged and paid by UNHCR, please note that inspection charges resulting from supplier's defaults will be charged directly to the supplier.

6. **TERMS FOR PURCHASE ORDERS**

Any Purchase Order (PO) issued as a result of this RFQ will be made in USD. 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.

7. **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. Company documents: (License, Registration and tax certificate, registration in chamber of commerce, Company Profile)
(رخصة شركة, ملف الشركة, شهادة إثبات سداد الضريبة, شهادة إثبات قيد في غرفة التجارة, مستخرج من السجل التجاري العام)
2. Article of association indicating the company's authorized activities which must be relevant to the solicited goods. (عقد تأسيس الشركة)
3. Proof of previous experience in supplying similar products / services (Purchase order, contract, invoice or reference letter)
4. Your technical offer submitted on Annex B, duly signed and stamped
5. Company financial Reports (last 3 years financial reports including last audited report "if available")
6. Your financial quote submitted on Annex C, duly signed and stamped
7. Duly filled signed and stamped copy of Vendor Registration Form (Annex D)
8. Official Bank letter including the account number, account name and currency (USD)
9. Accepted (signed and stamped) Annex E (UNHCR General Terms and Conditions)
10. Accepted (signed and stamped) Annex F (UN Supplier Code of Conduct)
11. Signed and stamped Annex G (Confirmation on sanction lists)

Thank you for your kind attention.

