

# RFQ/2023-3/BGR

## ANNEX B

### Terms of Reference (TOR)

#### Purchase of i-Phones and accessories for the needs of UNHCR

The Representation of the UN Refugee Agency (UNHCR) in Bulgaria is looking to purchase the following equipment:

**I. Seven (7) I-Phones with the following minimum parameters:**

Operational system	iOS 16
Operational Memory	6 GB
Inbuilt Memory	128 GB

The above-mentioned parameters are the minimum required. Bidders are encouraged to propose two or three more options with higher parameters.

**II. Accessories for the I-Phones:**

**1. Chargers compatible with the proposed phone models – 7 pcs.**

Please propose several options including MagSafe charger.

**2. Power banks compatible with the proposed models - 7 pcs.**

Please propose at least 2 options for 5000 and 10000 mAh, compatible with the proposed phone models.

**3. Cordless phone headsets compatible with the proposed phone models – 10 pcs.**

Please propose at least 3 different brands, compatible with the proposed phone models.

**III. Guarantee.**

It is desirable the proposed phones and accessories to have at least 2 years of guarantee.

**IV. Preparation of proposal**

The Suppliers are expected to propose and submit at least three options of i-Phones. More than 1 option are expected for the accessories too.

All the proposals must be duly signed, dated and stamped, and to contain:

- The technical parameters of the proposed models;
- Prices without VAT;
- Guarantee terms;
- Payment terms;
- Delivery term.
- The name and title of the price proposal preparer;

Proposals that are not signed, dated and stamped, will be considered not valid.

#### **V. Delivery terms**

The phones and the accessories are needed ASAP, therefore a delivery term of maximum 5 working days is expected.

The goods have to be delivered at UNHCR office in Sofia at the following address:  
Sofia 1000, 2 Pozitano Square, 6<sup>th</sup> floor

#### Contact persons:

Neviana Rizova, Snr. Finance Assistant, mob. ph: +359 878507042

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#### **VI. Payment terms**

According to UNHCR Financial Rules advance payments are not allowed. If unavoidable, 30% of the total amount is the usual pre-payment rate.

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