



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 08 June 2023

REQUEST FOR QUOTATION: [No. RFQ/HCR/SC/HUNB/2023/005]

Establishment of a Framework Agreement for the provision of medical assessment services to UNHCR focusing on the disability of persons applying for cash-based assistance

QUOTATION TO BE RECEIVED BY: 19 June 2023 by 23:59 Hrs.

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950, by the United Nations General Assembly. The agency is mandated to lead and coordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has the mandate to help stateless people.

The agency has helped tens of millions of people restart their lives in more than five decades. Today, a staff of 6,600 people in more than 110 countries continues to help about 34 million people. To help and protect some of the world's most vulnerable people in so many places and types of environments, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

1. REQUIREMENTS

UNHCR Representation for Central Europe (RCE), a Multi-country office in Budapest would like to engage a certified medical health professional organization for the provision of general practitioner's assessment in a timely manner, and if needed, at the accommodation of applicants. UNHCR would need firm offers from duly certified medical health professional organizations having experience in conducting medical assessments outside Budapest, in countryside locations, and if needed (in case the applicant's disability causes immobility) in the homes of the applicants in Hungary. The medical assessment requirement is as per the terms of reference (Annex A).

- *Requirement:* **FA for Medical assessment of Ukrainian Refugees having temporary protection status in Hungary**
- *Project Target:* **50 – 200 cases**
- *Project duration:* **Starting from July to Dec 2023**
- *Project locations:* **Inside and outside Budapest**

Find detailed information about the required services in terms of reference (Annex A). Your offer shall be prepared in English. In case of an error in the total, the UNIT price will be considered for calculation.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration. Your offer should be exclusive of all direct taxes and duties. A consultant should provide the rates for the whole requirement in Annex A.

- Currency: HUF/USD
- Unit Cost: HUF/USD
- Cost of all services: HUF/USD

The following annexes form an integral part of this Request for Quotation:

Annex A: Terms of Reference

Annex B: Financial proposal form

Annex C: Vendor registration form

Annex D: General Conditions for Provision of Services

Annex E: UN supplier code of conduct

Annex F: UNHCR data protection policy

REQUESTS FOR CLARIFICATION

Service providers are required to submit any request for clarification or any question in respect of this RFQ by e-mail to atol@unhcr.org with a copy to hunbusupplyunit@unhcr.org. The deadline for receipt of questions is **17:00 hrs on 15 June 2023**. Suppliers are requested to keep all questions concise.

2. RFQ Submission

We would appreciate receiving your quotation on or before **19 June 2023 i.e., Monday by 23:59 hrs**. The quotations must be accompanied by the below-mentioned documents. Those vendors whose company profile is already submitted need not submit them again. However, the suppliers should provide the below-mentioned mandatory documents with the quotation.

- Company Profile of the organization (**Mandatory**)
- Curriculum vitae of staff being proposed for the job (**Mandatory**)
- A technical proposal together with a financial proposal for the completion of the deliverables and a short cover letter (**Mandatory**)
- Duly filled Vendor Registration Form (June 2018 version) (not required if already registered with UNHCR) (**Mandatory**)

SUBMISSION OF BID:

Proposal must be submitted in 2 (two) separately sealed zip files and submitted electronically on the email address given below.

- 1 (one) sealed zip file containing the technical part of the offer (Curriculum Vitae, vendor registration form, technical proposal, cover letter, past working experience, etc.)
- 1 (one) sealed zip file containing the commercial part of the offer (Financial proposal form)

IMPORTANT TO NOTE: The Technical and Financial offers shall be clearly separated and zipped without having any viruses.

We would appreciate receiving your quotation duly signed and stamped on or before **Monday 19 June 2023 – 23:59 hrs CET** in PDF format via e-mail to hunbusupplyunit@unhcr.org or send hard copies to the address below.

UNHCR Representation for Central Europe (RCE),
a multi-country office,
Felvnici ut 27, 1022, Budapest – Hungary

Please be aware of the fact that the e-mail policy employed by UNHCR limits **the size of received emails (attachments and body email) 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/SC/HUNB/2023/005 (TECHNICAL PROPOSAL) OR (FINANCIAL PROPOSAL)
- Name of your company
- Number of e-mails that are sent (example: 1/2, 2/2, 3/3)

IMPORTANT: Quotations that are otherwise addressed and/or copied or sent to other addresses or individuals other than the above-mentioned Supply dedicated email address or unless otherwise advised, will be marked invalid and not considered for evaluation.

Criteria for Selection of the Best Offer:

The offers received from the medical organizations will be evaluated using a combined scoring method. The combined scoring method assesses the offers with the technical merits of the proposals – where the qualifications and methodology will be weighted a max. of 60%, and later combined with the price offer which will be weighted a max. of 40%.

Technical Scoring (100 Points; Pass Marks 60 points)

| Evaluation Criteria | Requirement | Maximum Points | Total Points |
|---|---|----------------|--------------|
| 1. Sector expertise | Proven licensing and competencies in general practitioners' medical assessment in Hungary, General disability assessment based on the prescribed form. | 10 | 30 |
| | A detailed description of the manner in which your organization would respond to the TOR (Annex A): <i>A description of your organization's capacity to provide the service [max 2 pages];</i> | 10 | |
| | <i>A description of your organization's experience in these services [max 2 pages].</i> | 10 | |
| 2. Local experience and presence | Previous and/or ongoing programs in Hungary | 5 | 25 |
| | local knowledge and experience with the Hungarian disability care and support system; | 5 | |
| | A medical facility in Hungary, preferably in Budapest; | 5 | |
| | Ability to visit applicants at their accommodation and carry out the medical assessment there. | 5 | |
| | Knowledge and network of medical specialists for referral purposes. | 5 | |
| 3. Timeliness | A written commitment to conduct the medical assessment within a certain amount of time from referral, and to produce medical documentation on time. | 20 | 20 |
| 4. Previous / current relevant work experience | Experience working with refugees and third-country nationals, including persons fleeing the war in Ukraine. | 10 | 15 |
| | Ability to read and work with Ukrainian / Russian medical documents. | 5 | |
| 5. Work experience with the UN | Previous relevant work experience with the United Nations in Hungary (Provision of service agreement or references) | 5 | 10 |
| | Previous relevant work experience with other multilateral/bilateral development assistance agencies. | 5 | |
| TOTAL SCORE: | | | 100 |

Medical organizations scoring **60** points and above in the technical assessment, will be considered technically qualified, and only then will their price proposals be reviewed and compared for the

assessment of the overall ranking of the proposals. Those obtaining lower than 60 points will be technically non-responsive proposals; price proposals of such agencies will not be compared.

a. Assessment of the Price Proposals (40 Points) or 40%

The lowest-priced bid from among the technically qualified agencies will obtain the full marks of 40 points in the price proposal. Price proposals of remaining qualified organizations will be prorated against the lowest priced bid using the following formula to derive the marks in their price proposal: Marks obtained by organization = Lowest Priced Bid (amount) / Bid of the organization (amount) X 40 (Full Marks).

b. Award of the Contract / Award Criteria

The contract will be awarded to the organization (supplier) whose proposal obtains **the highest cumulative marks (points)** when the marks obtained in technical and price proposals are aggregated together.

QUOTATION TO BE RECEIVED BY: 19 June 2023 i.e. Monday by 23:59 Hrs.

The standard payment terms of UNHCR are net **30** days upon satisfactory delivery of services and acceptance thereof by UNHCR.

Please find attached in ANNEX C, the UNHCR's General Conditions of Contracts for the purchase of services in July 2018. You must clearly indicate in your cover letter if you accept them.

IMPORTANT NOTES for the submission:

1. Offers can be submitted electronically or physically (hard copies)
2. Format: Your offer should be sent to the above-mentioned email address in PDF files (Preferred) signed and stamped.
3. No document downloading links are accepted. All documents must be attached to the emails or provided with hard copies.
4. If the supplier is uploading a number of small files, please zip the files into a ZIP folder and upload the folder instead of each file individually.
5. All files must be free of viruses and not corrupted in case of online submission through email.
6. UNHCR reserves the right to accept or reject any offers that are not following the email submission instructions

You are kindly asked to hold your quotation valid for at least 90 days.

UNHCR is not obliged to award a contract for the requested goods/services.

IMPORTANT: Quotations that are otherwise addressed and/or copied or sent to other addresses or individuals other than the above-mentioned Supply dedicated email address or unless otherwise advised, will be marked invalid and not considered for evaluation.

Thank you for your kind attention.

Syed Shabbir Hussain
Supply Officer,
UNHCR MCO Budapest

Note to Supplier:

The medical facility agrees to abide by this quote for a period of **90 days** from the date fixed for the opening of the quotes in the request for quotation (RFQ) document, and it shall remain binding upon them and may be accepted at any time before the expiration of the period.

The consultancy firm confirms hereby acceptance of the UNHCR General Terms and Conditions for the provision of Services (June 2018 version), including UNHCR payment terms as specified in this RFQ.

Name of Supplier: _____ Designation: _____

Telephone No _____ Email Address: _____

Company Name: _____

Company Address: _____

Authorized Signature: _____ Company Stamp: _____

Date: _____

Annexes:

Annex A: Terms of Reference

Annex B: Financial proposal form

Annex C: Vendor registration form

Annex D: General Conditions for Provision of Services

Annex E: UN supplier code of conduct

Annex F: UNHCR data protection policy