



UNHCR

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

DATE: 25 April, 2024

REQUEST FOR QUOTATION: [No. RFQ/CAI/012/24]

**Provision of Customs and Clearance Services
for UNHCR incoming shipments in Alexandria Port, Egypt**

OFFER TO BE RECEIVED BY: 08 May 2024 at 23:59 Egypt time.

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 a mandate to help stateless people.

In more than seven decades, the agency has helped tens of millions of people restart their lives. 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

The UNHCR-Egypt Operation would like to solicit qualified and interested service providers to submit their offers for the provision of import customs clearance services in Alexandria Port, Egypt.

The Requirement Definition detailing the requirements under this tender can be found in **Annex-A** (attached hereto).

IMPORTANT: It is strongly recommended that this Request for Quotation and its annexes be read thoroughly.

Your offer shall be prepared in English and or Arabic.

Please submit your Technical Offer (**Annex-B**) and Price Offer (**Annex-C**) using the Annexes provided ONLY. Offers not conforming to the requested formats **may not** be taken into consideration. The bidder should provide the rates for the entire requirement specified in the Requirement Definition (per **Annex-A**) and detailed in the Price Offer Form (per **Annex-C**).

- Currency of the offer: United States Dollars (USD) or Egyptian Pound (EGP);
- Unit and total price: if the total price in your offer contains an error, UNHCR will consider the proposed unit price for calculation and subsequent financial evaluation of the bid. The offered prices shall remain unchanged throughout the entire validity period of the contract.
- The offered price shall be all-inclusive; however, VAT amount should be specified separately, as detailed in the Price Offer Form (**Annex-C**).

2. EVALUATION

UNHCR has established a set of fundamental criteria that each bidder must meet in order to be further considered for technical and financial evaluations. The minimum eligibility criteria are as follows:

I. Eligibility Criteria	Merit
1. Present a valid business registration certificate, tax ID and licenses (issued by the pertinent authorities) for rendering customs clearance services in Egypt	(Pass / Fail)
2. Confirmation on company's non-listing in vendor ineligibility/sanctions lists (Annex-D)	(Pass / Fail)
3. Acknowledgement of the UNHCR General Conditions of Contract for the Provision of Services (GCC) by sharing signed and stamped copy of the GCC document (Annex-E)	(Pass / Fail)
4. Acknowledgement of the UN Supplier Code of Conduct (CoC) by sharing signed and stamped copy of the CoC document (Annex-F)	(Pass / Fail)
5. Submission of duly filled, signed and stamped UNHCR Vendor Registration Form; provision of the UNHCR Vendor ID, if registered with UNHCR (Annex-G)	(Pass / Fail)

II. Technical Evaluation Criteria	Merit
1. The offered customs clearance services are in line with the requirements detailed in the Requirement Definition document (Annex-A)	(Pass / Fail)
2. Company experience in the field of customs clearance services during the past three (3) or more years (<i>calculated from the closing deadline of the tender</i>)	(Pass / Fail)

Overall lowest-priced offer qualified from the eligibility and technical evaluation process (i.e. receiving "PASS" for all the above-listed criteria) will be selected for award.

5. RFQ SUBMISSION

We would appreciate receiving your quotation on or before **08 May 2024 by 23:59 Egypt time**.

The offers **must be** accompanied by the below-mentioned documents:

- Copy of the company's valid business registration certificate and license to provide the required services in Egypt;
- Copy of the company's tax registration certificate;
- Signed and stamped Technical Offer and accompanying supporting documents (per Technical Offer Form template attached as **Annex-B**);
- Signed and stamped Price Offer (per Price Offer Form template attached as **Annex-C**);
- Signed and stamped Confirmation on non-listing in the vendor ineligibility/sanctions lists (per **Annex-D**);
- UNHCR General Conditions of Contract for the Provision of Services; July 2018 revision, per **Annex-E** (document signed and stamped by the authorized company's representative to acknowledge its acceptance);
- UN Supplier Code of Conduct, per **Annex-F** (document signed and stamped by the authorized company's representative to acknowledge its acceptance);

- UNHCR Vendor Registration Form, per **Annex-G (duly filled in, stamped and signed by the authorized company's representative)** or UNHCR Vendor ID number if you are a registered vendor with UNHCR.

Your offer should be sent via email to the given email address on or before the closing date and time.

Submission email address: ARECASUP@UNHCR.ORG.

6. REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification or any questions in respect of this RFQ by e-mail to ARECASUP@UNHCR.ORG. The deadline for receipt of questions is **01 May 2024 by 23:59 Egypt time.**

Bidders are requested to keep all questions concise. UNHCR will copy any reply to a question to all other invited suppliers. All the emails sent requesting clarification MUST have the following Subject line:

Email subject: RFQ/CAI/012/24 [QUERY]

UNHCR reserves the right NOT TO REPLY to emails which have no "Query" mark in the email Subject line.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **10 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/CAI/012/24 - Provision of customs clearance services in Alexandria Port**
- **Number of e-mails that are sent (example: 1/2, 2/2).**

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

The standard payment terms of UNHCR are within thirty (30) days after satisfactory delivery of the contracted goods/services accepted by UNHCR and presentation of the original invoice(s) in due order.

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

Please find attached as **Annex-E** the UNHCR General Conditions of Contract for the Provision of Services, July 2018 revision, which must be accepted and acknowledged by submitting a signed and stamped copy together with your offer. However, please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions of Contract for the Provision of Services.

8. UN SUPPLIER CODE OF CONDUCT

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

9. VENDOR REGISTRATION

If your company is not yet registered with UNHCR, you must fill in, sign, stamp and return with your offer the UNHCR Vendor Registration Form attached as **Annex-G**.

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

Thank you for your interest in doing business with UNHCR.

Signature pp

Asmaa Boukhait
Supply Officer
UNHCR CO Cairo, Egypt