

**UNHCR**

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

DATE: 21/02/2024

REQUEST FOR QUOTATION: No. RFQ/GRC/2024/003

Construction of Concrete Slab in Closed Controlled Access Centre in Lesvos.

QUOTATION TO BE RECEIVED BY: Wednesday, 06 March 2024 at at 23:59 hrs local Greek time

The United Nations High Commissioner for Refugees (UNHCR), invites qualified providers to make a firm offer for the provision of media monitoring services for UNHCR in Greece, as specified in this Request for Quotation (RFQ).

1. Requirements

- Description of services: Construction of Concrete Slab in Closed Controlled Access Centre in Lesvos
- Type of deliverables and quantities: as described in Annex A – Terms of Reference, Annex B – Bill of Quantities
- Location - Closed Controlled Access Centre (CCAC) in Lesvos

Kindly find attached in **Annex A and Annex B**, additional information about the services required.

UNHCR may award a one-off contract for purchase of services. The successful bidders will be requested to maintain their quoted price model for the duration of the contract period.

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 purchase the full quantity of items. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders.

UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial awards or UNHCR may award all works to the same vendor.

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.

2. Technical and Financial Offer

2.1 Content of the Technical Offer

- Acknowledgement of Annex A “Terms of Reference” and Annex B “BoQ”. Please stamp and sign **Annex A and Annex B**, in order to confirm your acknowledgement.
- Lead Time: please state as part of your Technical Offer the total lead time needed upon receipt of the official UNHCR Purchase Order for the completion of works.(Project should be finished within 15 calendar days from the day of the award)
- Company is registered and licensed by the Greek Public Services (Commercial Registration to the Greek public tax services, Tax registration certificate from

“TAXISNET” to state the TAX number, the status of the company and company's activity codes (KAD) to provide such services in Greece. Company should be in relevant business for a minimum period of three (3) years.

- Provided by Law Civil Engineer certificate of the person that will oversee the works.

The below administrative documentation will be requested from the awarded supplier and will be assessed by the Supply Unit for any award process / contract:

- UNHCR General Conditions of Contract for the Provision of Services: Your technical offer should contain your acknowledgement of the UNHCR General Conditions of Contract for the Provision of Services (**Annex D**).
- UN Supplier Code of Conduct: Your technical offer should contain your acknowledgement of the UN Supplier Code of Conduct (**Annex E**).
- Vendor Registration Form: Please complete, sign and submit with your technical proposal the UNHCR Vendor Registration Form (**Annex F**)
If your company is already registered with UNHCR, please submit an empty Vendor Registration Form clearly indicating your UNHCR Vendor ID

Clarifications of Proposals:

To assist in the examination, evaluation and comparison of proposals UNHCR may at its discretion ask the Bidder for clarification about the content of the proposal. The request for clarification and the response shall be in writing and no change in price or substance of the proposal shall be sought, offered or accepted.

2.2 Content of the Financial Offer

Please include the following price information in your quote by completing the **Annex C - Financial Offer**:

- Currency: EUR
- Unit Cost of services: all inclusive. **VAT should be indicated separately.**
- Total Cost of services: all inclusive. **VAT should be indicated separately.**
- Other costs, if any: please specify.

The cost of preparing a bid and negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

3. Bid Evaluation

For the award of this project, UNHCR has established evaluation criteria which govern the selection among offers received. Evaluation is made on a technical and financial basis.

The technical part will be evaluated based on the evaluation criteria (PASS or FAIL) mentioned above under point 2.1, based on the requirements of Annexes.

Only Financial offers for the Bidders that will pass to all the above criteria will be considered for financial evaluation.

The Financial Evaluation (only for bidders that passed the technical evaluation) will be based on: Total Cost (SUM) for all estimated quantities on services requested as indicated in Annex C

4. Site Visit & Requests for Clarifications

4.1 A Site Visit will be organized, among bidders that submit their interest to participate in the site visit by email to GREATPROCURE@unhcr.org no later than **Monday 26 February 2024 at 23:59 hrs local time**.

The Site Visit will take place on **Thursday 29 February 2024. Exact time will be communicated to the companies that will declare interest.**

A maximum of 2 (two) representatives per company are allowed. Name and contact details of the company's representatives must be provided prior to the Site Visit.

Participation to the site visit shall be at the bidders' own expenses. There will be no reimbursement from UNHCR.

The Site Visit will be organized and communicated in advance ONLY to the companies that submitted their interest by email and within the established deadline. Site Visit participation is mandatory for tender participation and submission of quote.

4.2 Requests for Clarifications can be received by email only to Supply unit at GREATPROCURE@unhcr.org and the deadline for receipt of questions is **29 February 2024 at 23:59 hrs local Greek time**. Bidders are requested to keep all questions concise.

UNHCR will compile the questions received and plans to respond to questions by uploading them to UNHCR Site. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

5. RFQ Submission

We would appreciate receiving your quotation duly signed and stamped on or before **Wednesday 06 March 2024 at 23:59 hrs Local Greek time** in PDF format via e-mail to GREATPROCURE@unhcr.org

Please be aware of the fact that the e-mail policy employed by UNHCR limits **the size of received email (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.

UNHCR will not be responsible for locating or securing any information that is not identified in the bid.

Please indicate in the e-mail subject field:

- RFQ/GRC/2024-003
- Name of your company
- Number of e-mails that are sent (example: 1/2, 2/2, 3/3)

IMPORTANT NOTES for the submission:

1. Offers must be submitted electronically.
2. Format: PDF files (Preferred) signed and stamped by the company the financial offer may be also shared in addition to the signed and stamped document in excel format.
3. No document downloading links are accepted. All documents must be attached with the emails.
4. If the supplier is uploading 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.
6. UNHCR reserves the right to accept or reject any offers that are not following the email submission instructions.

7. No other person from UNHCR to be copied on the tender emails otherwise the supplier may be disqualified for this tender.

Your offer should be in two parts:

1. Technical offer. To be submitted by the Bidder signed and stamped.
2. Financial offer. To be submitted using Annex C form, signed and stamped by the Bidder.

Both offers should be submitted as separate documents in pdf files.

You are kindly asked to hold your quotation valid for at least 120 days.

Please note that UNHCR has tax and duty exemption status.

The cost of preparing a bid and negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

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

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

IMPORTANT: Cancellation of Solicitation: UNHCR reserves the right to cancel a Solicitation at any stage of the procurement process prior to final notice of award of a contract. UNHCR may, at its discretion, extend the deadline for the submission of bids by uploading the relevant documents on UNHCR Site. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative.

Please note that UNHCR has tax and duty exemption status.

In addition to any other rights and remedies available to it, UNHCR shall have the right, without prior notice to the Contractor (any such notice being waived by the Contractor), upon any amount becoming due and payable hereunder to the Contractor, to set-off any payment, indebtedness or other claim (including, without limitation, exempted VAT, any overpayment made by UNHCR to the Contractor or any claim for loss or damage to UNHCR property) owing by the Contractor to UNHCR hereunder or under any other agreement between the Parties. UNHCR shall promptly notify the Contractor of such set-off and the reasons therefore, provided, however, that the failure to give such notice shall not affect the validity of such set-off. Should the supplier fail to take steps to refund any amounts due to UNHCR (e.g. VAT waived), UNHCR withholds its right to record such a behavior as a performance matter (low performance under the contract) on the Supplier Performance Evaluation Form based on the Key Performance Indicators (KPIs) and would additionally consider such a performance element with added weight in considering any future awards to the same supplier.

The invoice should be issued inclusive of VAT at the applicable rate, which UNHCR will settle gross upon confirmation of receipt of Goods and/ or Services as per Contract Terms. The invoice shall not be processed for VAT exemption within the context of the current VAT exemption framework [1].

[1] Indicatively (not exhaustively) the currently applicable circulars ("ΠΟΔ" 1268/2011 (ΦΕΚ Β'39/20-01-2012) or 1180/2016 (ΦΕΚ 4086 Β'20-12-2016) and its amendment Decision No. A. 1094/2022 (ΦΕΚ Β' 3651/12-07-2022).

General Information on UNHCR's Business Transformation Programme:

On 18 September 2023, UNHCR successfully switched to the Cloud ERP! The Cloud ERP Project is part of UNHCR's Business Transformation Programme. The Project replaced UNHCR's

past Enterprise Resource Planning (ERP) system for finance-budget and supply management. Cloud ERP introduces new functionalities for Suppliers.

Suppliers will now do business with UNHCR in a secure online environment, called the Supplier Portal, where you can create and update your profiles as needed, manage orders/contracts, and submit invoices. You may find relevant information using the following link:

<https://www.unhcr.org/how-become-supplier>

Attachments:

- Annex A: Terms of Reference (In Greek)
- Annex B: Bill of Quantities (in Greek/English)
- Annex C: Financial Offer Form (in Greek/English)
- Annex D: UNHCR General Conditions of Contract for the Provision of Services 2018
- Annex E: UN Supplier Code of Conduct
- Annex F: Vendor Registration Form (for suppliers not yet registered with UNHCR)

Tender schedule:

Activity	Date	Mail
Tender Open date	Wednesday, 21/02/2024	
Submission of Interest	Monday, 26/02/2024 until 23:59 local Greek time	GREATPROCURE@unhcr.org
Site visit	Thursday, 29/02/2024	GREATPROCURE@unhcr.org
Requests for clarifications	Thursday, 29/02/2024 until 23:59 local Greek time	GREATPROCURE@unhcr.org
Deadline to submit offers	Wednesday 06/03/2024 until 23:59 local Greek time	GREATPROCURE@unhcr.org

Thank you for your kind attention.

Georgios Saragas,
Associate Supply Officer
UNHCR Greece