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

DATE: 14/08/2022

REQUEST FOR QUOTATION: No. RFQ- IRNTE-2022-013
FOR SUPPLY, INSTALLATION AND COMMISSIONING OF LIGHTNENIG/SURGE PROTECTION AND THE RELATED GROUNDING SYSTEM FOR UN OFFICES IN IRAN

QUOTATION TO BE RECEIVED BY: WEDNESDAY AUG-31-2022 12:00 PM

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950by the United Nations General Assembly, requests your price quotation for provision, installation, commissioning and after sales services of Lightening/Surge protection and the related grounding system for totally seven UN offices (sites) in Tehran, Esfahan, Shiraz, Kerman, Mashhad and Dogharoun. The detailed location of the sites are included in Annex "A", ToR.

1. REQUIREMENTS

Please quote the provision of the following services:

Description: For provision, installation, commissioning and after sales services of Lightening/Surge protection and the related grounding system. For detailed information, please refer to the Terms of Reference attached to this RFQ as Annex "A".

List of the required services are stipulated in the attached Annex A.

Please include the followings price information in your quote (without VAT):

- Currency: IRR
- Unit Cost: (Lump-sum)
- Cost of all items/service:
- Additional charge, if any (please specify):
- Total Cost for services (all inclusive):

The list of the requested services by UNHCR can be found in **Annex A.**
Your offer should clearly state whether or not the services you are offering are fully conforming to the terms of reference given. Clearly state and disclose any discrepancies with the specifications given.

Please note that UNHCR has tax and duty exemption status.

2. RFQ Submission

We would appreciate receiving your quotation on or before **Wednesday August 31, 2022 at 12:00 PM** by email in PDF format at **IRNTESUP@unhcr.org.** Please indicate RFQ Reference number in the subject of your email.

If any clarification is required, please submit your questions in writing through email **IRNTESUP@unhcr.org** but not later than **23 August 2022 at 12:00 pm.**

RFQ documents:

- **Annex A:** Terms of Reference
- **Annex B:** Technical Evaluation Criteria (Only for the information of bidders)
- **Annex C:** Technical Proposal Form (To be completed by bidders. The technical proposal must be submitted to UNHCR along with your offer proposal)
- **Annex D:** Financial offer form (To be completed by bidders)
- **Annex E:** UNHCR General Conditions for Services (By responding to this RFQ you confirm that you accept them)
- **Annex F:** UN Supplier Code of Conduct (By responding to this RFQ you confirm that you accept them)

- **Annex G:** Vendor Registration Form (**To be completed by bidders and submitted to UNHCR along with your offer)**

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- IRNTE-2022-013
- 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 of goods or services and acceptance thereof by UNHCR

Please find attached in ANNEX E, the General Conditions of UNHCR contracts for the Provision of Services - July 2018.

Please note, however, that by submitting an offer you are deemed to have fully accepted UNHCR's General Conditions for the Provision of Goods and Services.

UNHCR reserves the right to accept all or part of the offer or to allow a partial or partial award.

Thank you for your kind attention.

Martha Stacey Kiryewala,
Supply Officer
UNHCR Country Office in Iran