
DATE: 09/06/2026

REQUEST FOR QUOTATION No. RFQ/HCR/SUP/MENA/2026/001

FOR THE PROVISION OF HIGH-PERFORMANCE COMPUTING (HPC), NETWORKING, AND SERVER EQUIPMENT

QUOTATION TO BE RECEIVED BY: 24/06/2026 COB 23:59 HRS JORDAN TIME

The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950 by the United Nations General Assembly¹, requests your technical offer and price quotation as specified in this Request for Quotation (RFQ).

Please refer to, and use the following Annexes to prepare your response to this RFQ:

ANNEX A: Technical Specification.

ANNEX B: Technical Offer Form – *Should be filled, signed, and submitted.*

ANNEX C: Financial Offer Form - *Must be filled, signed, and submitted.*

ANNEX D: Vendor Registration Form – *Must be filled, signed, and submitted.*

ANNEX E: UNHCR's General Conditions of Contract for Goods and Services – *Acknowledgement should be indicated by signing the document or by signing on the last page of Annex B*

ANNEX F: UN Supplier Code of Conduct - *Acknowledgement should be indicated by signing the document or by signing on the last page of Annex B*

1. REQUIREMENTS

a) TECHNICAL OFFER:

Technical specifications of the requirement are detailed in Annex A. This includes but is not limited to:

- Submission of **valid business company certificate**.
- **Provision of product documentation:** The offer must include country of origin, catalogues with detailed specifications, photos, brochure, and data sheet of the offered items.
- **Warranty:** A warranty of **ONE YEAR** should be provided, and it should be clearly stated in the financial offer Annex C.

As format for you Technical Offer you may use **Annex B** (technical Offer Form) otherwise ensure a clearly structured offer containing all relevant information. Please see under **section 2.** (RFQ Evaluation) of this document and **Annex A** the information to be submitted to establish compliance with the set criteria.

b) PRICE QUOTATION:

Please use **Annex C** to prepare your price quotation and include the following information in your submission:

- **Financial Offer Form:** Please fill Annex C - Financial Offer Form, which should be submitted on supplier's letterhead, duly signed, and stamped copy as part of your offer. Contact person, name, designation, email, and phone number should be provided in the offer.
- **Currency of the offer:** JOD or USD (without VAT). Please note that UNHCR has tax and duty exemption status, so your quote should be without VAT.
- **Incoterm and Delivery Location is DDP (Delivery Duty Paid)** to UNHCR MENA Bureau in Amman, Jordan, Princess Basmah Street, Wadi Abdoun Area, #Building no. 177. The price must be inclusive of transportation cost to the delivery address and offloading.

Additional Consideration for the Price Quotation:

- **Acceptance of Items:** UNHCR will inspect delivered items and accept them if they fully meet the specifications but reject if not fully meet the specifications. All rejected items must be removed by the selected vendor at his own cost and replaced by items fully meeting the specifications.
- **Offer Validity:** The offered prices should remain valid for 90 days from the date of the tender closing date.
- The final quantity of each selected item **may vary depend on UNHCR actual requirement**. Prices are expected to remain the same in case of partial award.

Administrative Document Requirements:

- Stamped and Signed **Vendor Registration Form (Annex D)**; If your company is not already registered with UNHCR, you should complete, sign, stamp, and submit the Vendor Registration Form along with your offer.
- Acknowledgement of **UNHCR General Conditions of Contracts for the Provision of Goods and Services (Annex E)** and **UN Supplier Code of Conduct (Annex F)** by signing last page of Annex B (Technical Offer Form)
- The submission of your quotation **constitutes the acceptance** of the General Condition of Contract for Goods and Services (2018) (Annex E).

2. EVALUATION CRITERIA

Your offer will be evaluated using, inter alia, the following criteria and all of them must be met as Passed. Supporting documents must be submitted along with your offer.

	Documents to be submitted	Criteria
1- Mandatory Criteria		
Valid Registration	Certificate of Registration with Ministry of Trade of Jordan	Pass/Fail
2- Technical Evaluation Criteria		
	Documents to be submitted	Criteria
Compliance with Technical Specifications	Compliance with technical specifications. The offer must include country of origin, detailed specifications, photos, brochure, and data sheet of items offered/quoted which must comply with the specifications as per Annex A of this RFQ.	Pass/Fail
Availability of warranty	A warranty of ONE YEAR should be provided for all items.	Pass/Fail

Post-Sales Services	Post-sales maintenance and technical support services for Items 1, 2, 3, and 4 for a period of two (2) years from the date of delivery.	Pass/Fail
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Award criteria: Lowest offer that fully meets the technical specifications, all things being equal, preference will be given to the offer with the shortest delivery lead time.

3. ENQUIRIES:

Please direct any enquiries or clarifications concerning this RFQ to the UNHCR MENA Bureau Supply Unit email at: jarbous@unhcr.org no later than **16 June 2026, 15:59 Jordan Time**.

4. RFQ SUBMISSION:

Offers must be sent by e-mail clearly marked the RFQ number RFQ/HCR/SUP/MENA/2026/001 in the subject of the email: jorrbmsup@unhcr.org.

Your quotation must be submitted on or before **24 June 2026, 23:59 hrs**, Amman, Jordan Time by e-mail in PDF format to jorrbmsup@unhcr.org.

Please indicate in the e-mail subject field:

- **RFQ/HCR/SUP/MENA/2026/001**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

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.

5. ENVIRONMENTAL POLICY

UNHCR's policy is to purchase products and services which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packaging, use, and disposal of goods form part of UNHCR's evaluation and selection criteria.

6. ZERO TOLERANCE POLICY

Please note that UNHCR strictly follows zero tolerance policy and as such, advises to its Suppliers not to offer any gifts, favour, hospitality, commission, etc. to UNHCR Staff. Any Supplier found to be offering gifts, favour, hospitality, commission, etc. to UNHCR Staff will be placed on United Nations sanctioned list and UNHCR will not do business with them anymore.

Sincerely,

Guadalupe Perez Casares

Regional Supply Coordinator
UNHCR Operation in Jordan