

DATE: 8/01/2019

REQUEST FOR QUOTATION: No. RFQ/ HCR/JOR/2019/01
Supply and Installation of Access Control System at Irbid Registration Centre

Site Visit: 13th January 2019 at 11:00 am at UNHCR Irbid Registration Centre

CLOSING DATE AND TIME: 18th January 2019 by 16:00 Local Time

The United Nations High Commissioner for Refugees (UNHCR), Branch Office Amman in Jordan, requests your firm price quotation for the supply and delivery of **Access Control System** in this Request for Quotation (RFQ).

1. REQUIREMENTS

Please refer to **Annex A** for the technical specifications of the requested items.

The bidders should include the following document/information as part of the Technical Offer:

- Company profile;
- Copy of valid Company/business certificate;
- Company contact details;
- List of clients;
- At least two (2) reference contact details;
- Company quality certificates (if any);
- Data Sheet with detailed technical specifications of the offered items as per **Annex A**.
- Country of origin of the items;
- Warranty and maintenance terms and conditions – **NOTE: minimum acceptable warranty/maintenance term is three (3) years; the maintenance service shall include free of charge maintenance visit and free of charge spare parts and replacement.**
- Total preparation and delivery lead time upon order's issuance (in days); **Maximum acceptable delivery time is twenty - one (21) days upon PO issuance;**
- Stamped and Signed Technical Offer Form (Annex B);
- Stamped and Signed Vendor Registration Form (Annex D);
- Stamped and Signed UNHCR General Conditions of Contracts for the Provision of Goods and Services (Annex E) and the stamped and signed UN Supplier Code of Conduct (Annex F);
- **Site Visit:** Bidders are invited to a site visit for better understanding of requirements, the site visit is scheduled on **13/01/2019 at 11:00 at Irbid Registration Centre**

PRICE QUOTATION:

The Financial Offer shall include:

- All-inclusive total price, without VAT;
- Minimum offer's validity is 90 days from bid closing date
- **In order to submit your financial offer, please use the attached Financial Offer Form (Annex C).**
- Please also note:
 - UNHCR has tax and duty exemption status.
 - Your offer shall be prepared in English.

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Note: this document is not construed in any way as an offer to contract with your firm.

- The Financial Offer is to be signed, stamped, and submitted as per the Financial Offer Form (Annex C).
- Bids that have a different price structure may not be accepted.

BANK ACCOUNT

UNHCR will **not accept** offers from companies that have not the following requirements in the vendor registration form (Annex D):

- a) Commercial bank account
- b) Name of the company has to match with the bank account.

لا ينظر بالعروض المقدمة من الشركات التي لا تمتلك حسابا مصرفيا تجاريا أو في حال عدم تطابق اسم الشركة الوارد في السجل التجاري مع اسم الحساب

REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to Mr. Waseem Shibli ,email: shibliw@unhcr.org , by 14 January 2019 at 13:00 HRS Amman Local Time.

Bidders are requested to keep all questions concise. UNHCR will compile the questions received. UNHCR will copy any reply to a particular question to all other invited bidders at once.

2. RFQ Submission

We would appreciate receiving your quotation on or before **18th January 2019 16:00 hrs** by e-mail in PDF format to shibliw@unhcr.org.

Please indicate in the e-mail subject field:

- **HCR/JOR/RFQ/2019/01**
- **Name of your firm**
- **Number of e-mails that are sent (example: 1/2, 2/2)**

Your quotation must be valid for a minimum of **90 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:

ANNEX A: Technical Specifications of the items

ANNEX B: Technical Offer Form

ANNEX C: Financial Offer Form

ANNEX D: Vendor Registration Form

ANNEX E: UNHCR General Conditions of Contracts for the Provision of Good and Services

ANNEX F: UN Supplier Code of Conduct.

Francis Ngarambe
Senior Supply Officer
BO Amman, UNHCR


8/01/2019

