



UNHCR

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

DATE: 10/01/2019

REQUEST FOR QUOTATION: No. RFQ/ HCR/JOR/2019/02

For the Supply and Installation of Mobile Filing cabinets at UNHCR Irbid registration Center

CLOSING DATE AND TIME: 24th January 2019 - 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 installation of filing cabinets at the UNHCR Irbid registration Center**, as described in this Request for Quotation (RFQ).

1. REQUIREMENTS

Please refer to **Annex A and A – 1** for the Sow and technical requirements.

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

- Company profile with clear information on the core business, year founded, list and number of clients;
- Copy of valid Company/business certificate; the company should be authorized to undertake the required works in Jordan;
- Company contact details;
- At least three (3) reference contact details;
- Company quality certificates – ex. ISO (if any);
- Number and nature of similar projects currently underway and successfully completed projects in the past 10 years (description of minimum 3 projects, supported by proofing documentation, such as copy of PO or Contract);
- **Project and Data Sheet with detailed technical specifications** of the offered items, outlining the **quality** of the offered material and mechanical parts, as per **Annex A**.
- A description of your organization's understanding of the requirement – i.e. description of **method and approach to carry out the work/address the published SoW**;
- **Minimum storage capacity (the minimum acceptable capacity is for 25,000 files); offers for less might not be further evaluated;**
- Country of origin of the items;
- Warranty and maintenance terms and conditions – **NOTE: the minimum acceptable warranty/maintenance term is for one (1) year; offers for less might not be further evaluated.**
- Implementation Time - maximum acceptable implementation time is six (6) weeks upon **PO issuance; offers for less might not be further evaluated;**
- 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);

PLEASE NOTE: a site visit will be held (participation is recommended) on the 16th January 2019 at 11:00 am at the UNHCR Registration Center in Irbid.

PRICE QUOTATION:

The Financial Offer shall include:

- All-inclusive total price, without VAT;
- Currency;
- 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.

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 المصرفي

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 17 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 **24th 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/2019/02**
- **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.

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Please find attached:

- ANNEX A and A- 1: SoW and Drawings;
- 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

Francis Ngarambe

1. JAN 2018



Annex A

Scope of Work (SoW)

The contractor shall supply and install mobile filing cabinets at UNHCR Registration Center in Irbid, Jordan.

The contractor shall design the mobile system which should fit as many cabinets as possible to fully utilize the space of the room.

The minimum filing capacity required is 25,000 hanging files. The size of file is H=24cm, D=35cm, thickness is variable 1 to 2 cm.

The room size is 6.35m*4.35m, H=2.80m as per the drawing in Annex A- 1. The vertical distance between the shelves is 22 cm.

The minimum number of shelves is nine (9) vertically, as many compartments as possible horizontally.

All bidders must submit the proposed detailed design drawings to UNHCR as part of the technical offer.

Warranty and maintenance terms and conditions should also be part of the technical and financial offer.

NOTE: the minimum acceptable warranty/maintenance term is for one (1) year; offers for less might not be further evaluated.

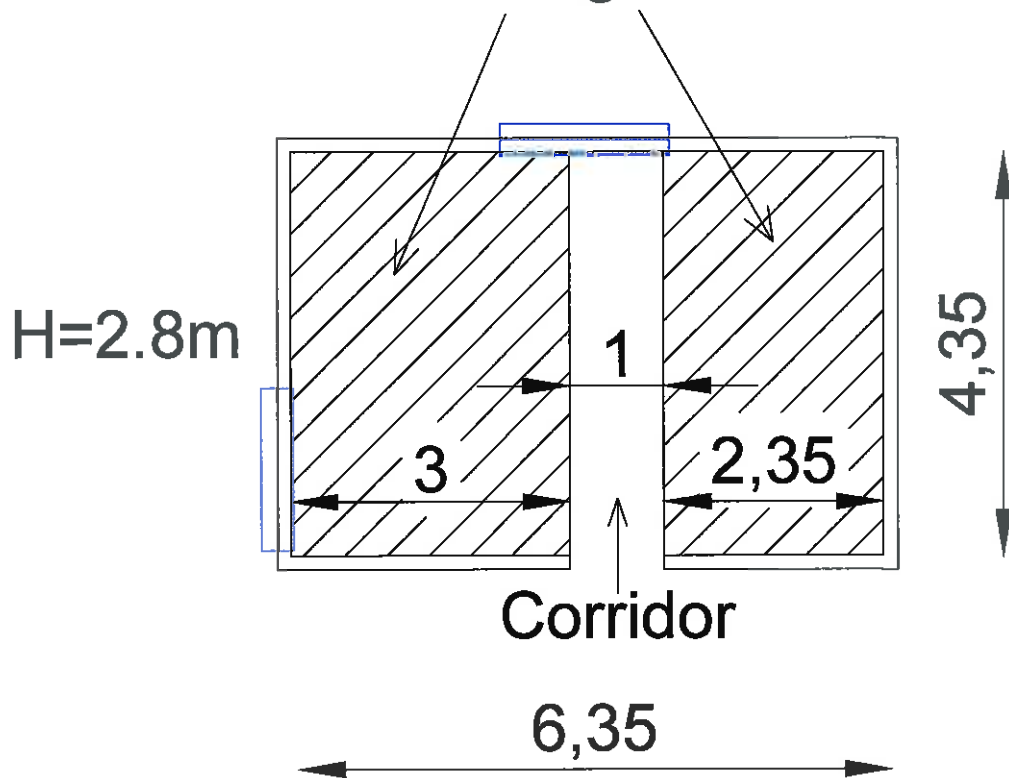
Implementation Time – the maximum acceptable implementation time is six (6) weeks upon PO issuance; offers for less might not be further evaluated.

UNHCR working hours are from Sunday to Thursday from 8 to 15.45 - HRC Jordan Time.

A site visit is highly recommended in order to fully understand the requirements.



Location of the new mobile filing cabinets



TECHNICAL BIDDERS RESPONSE: استجابة العرض الفني

- Please read Annex A and the RFQ Cover Letter carefully and fill in your response below

يرجى قراءة نص المناقصة (RFQ) والملحق (Annex A) بعناية وملئ المطلوب بما يلزم

- Please note that the given space under each section should not limit your response, please type more if required

يرجى الملاحظة بان المساحة المعطاة في الجدول ادناه يجب ان لا يقيد من حجم الاستجابة الذي ترغبون بكتابتها، يرجى كتابة اكثر اذا ما تطلب

اسم الشركة COMPANY NAME:

- Copy of valid Company/business certificate, proving the eligibility to conduct business in Jordan (submitted: YES/NO). Failure to provide the above-mentioned certificate may result in disqualifying your offer.

Description of company profile وصف ملف الشركة

- Please state year founded, all office locations, number of employees, company contact details:

يرجى كتابة سنة تأسيس الشركة، اماكن تواجد المكتب وعدد الموظفين

- Please state the core business and the general management structure of your company

يرجى كتابة طبيعة عمل الشركة الرئيسي والهيكل التنظيمي العام لشركتكم

- Please provide the list and the total number of clients:

يرجى كتابة عدد العملاء الحاليين

- Please list here contact details of current or former clients for reference checks (state minimum 3 relevant client contacts):

Client العميل	Contact Name اسم الشخص الذي يمكن التواصل معه	Contact Email ايميل الشخص	Contact Tele.Number هاتف الشخص

Company quality certificates (if any):

Number and nature of similar projects currently underway and successfully completed projects in the past 10 years (description of minimum 3 projects, supported by proofing documentation, such as copy of PO or Contract):

Project and Data Sheet with detailed technical specifications of the offered items, outlining the quality of the offered material and mechanical parts, as per Annex A (PROVIDED: YES/NO) :

A description of your organization's understanding of the requirement – i.e. description of method and approach to carry out the work/address the published SoW:

Minimum storage capacity (the minimum acceptable capacity is for 25,000 files) - offers for less might not be further evaluated:

Item's country of origin and manufacturer:

Warranty and maintenance terms and conditions – NOTE: the minimum acceptable warranty/maintenance term is for one (1) year; offers for less might not be further evaluated.

Implementation Time - maximum acceptable implementation time is six (6) weeks upon PO issuance - offers for less might not be further evaluated:

Please comment on your company's commitment to corporate social responsibility (Please read and refer to Annex F (UN Supplier Code of Conduct)) (Proof of demonstrated commitment should be attached separately e.g. through copies of sample contracts, medical coverage and leave plan):

يرجى التعليق على مسؤوليات شركتكم على التعاون الاجتماعي (يرجى قراءة ومراجعة الملحق و (القواعد السلوكية لموردي الامم المتحدة) والدليل على الالتزام ينبغي أن يرفق بشكل منفصل، على سبيل المثال. من خلال نسخ من عقود ، والتغطية الطبية وخطة الإجازات)

COMPANY NAME: اسم الشركة

I confirm that the following documents have been attached to our companies technical proposal: اوكد بان عرضي الفني يتضمن المرفقات ادناه

Indicate Yes or No (Next to each listed doc.)

- Copy of valid license from chamber of trade
صورة عن السجل التجاري (ساري المفعول) صادر عن غرفة التجارة.
- Valid Company Bank account (Please fill the vendor registration form) حساب بنكي باسم الشركة - نموذج تسجيل أو تقديم خطاب من البنك الذي تتعامل معه
- Minimum storage capacity is 25,000 files - الحد الأدنى لسعة التخزين - هو 25000 ملف
- Minimum 1 year of after sale service/warranty
الحد الأدنى 1 سنة / الضمان ما بعد البيع- الصيانه
- Filled Annex B (Technical Offer Form) Signed & Stamped
ملحق ب – (نموذج استجابة العرض الفني) بعد توقيعه وختم النموذج
- Proof of former projects اثبات عن المشاريع السابقة
- Proof of commitment to corporate social responsibility
اثبات مسؤولية الالتزام الاجتماعي
- Acknowledged Annex E (General Conditions of Contracts) and UN Code of Conduct (Annex F) – Use next page of this document
دفتر الشروط العامة الموقعة
- If available: financial statements, audit reports
اذا توفر: تقرير الوضع المالي من الرقابة المالية

ACKNOWLEDGEMENTS:

I herewith conform to have read and to acknowledge the UNHCR General Conditions for the Provision of Civil Works and the UNHCR General Conditions for the provision of Goods and Services (Annex E):

Authorized Signature توقيع المصرح

Stamp: الختم

RFQ/HCR/JOR/2019/02

Annex B - Financial Offer Form

Supply & Installation of Mobile Filing room at Irbid RC

COMPANY:

Currency:

S.N	Item description	Unit	Quantity	Total Price	Comments - please provide a cost breakdown
1	Supply and installation of mobile filing cabinets - to fit as many cabinets as possible to fully utilize the space of the room (minimum filing capacity required is 25,000 hanging files, size of file is H=24cm, D=35cm, thickness is variable 1 to 2 cm, room size is 6.35m*4.35m, H=2.80m as per the attached drawing, vertical distance between the shelves is 22 cm, minimum number of shelves is 9 vertically, as many compartments as possible horizontally)	L.S.	1		

NOTE: This offer shall be All-inclusive price (including – inter alia – Warranty/after sale service - minimum acceptable is 1 year the warranty the maintenance service with free of charge maintenance visit and free of charge spare parts and replacement), as per the requirements in Annex A, and VAT exempt.

UNHCR Irbid Registration Center, Jordan

By signing this offer the bidder confirms the offer validity of 90 days;

By signing this offer the bidder agrees on the UNHCR General terms and conditions (Annex E) and UN Code of Conduct (Annex F)

Name and signature of company representative:

Company Stamp and Date: