DATE: 14/10/2019

REQUEST FOR QUOTATION No.: RFQ/HCR/JOR/2019/27
Supply of Cafeteria Equipment

QUOTATION TO BE RECEIVED BY: 28/10/2019 16:00 Amman 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 Cafeteria Equipment 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
- Detailed technical specifications and data sheet of the offered items as per Annex A.

NOTE: Bidders that fail to submit the brochure with the data sheet won’t be further evaluated.

- Country of origin of the items;
- Warranty terms/time at least one year from date of delivery and installation.
- Total preparation and delivery lead time upon order’s issuance (in days).
- 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);
- Stamped and signed UN Supplier Code of Conduct (Annex F);
- UNHCR may decide to visit your showroom to see the items you have offered.
- Bidders must quote for all items that mentioned in Annex (A). Partial is not accepted.

PRICE QUOTATION:

The Financial Offer shall include:

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

Bidders must quote for all items that mentioned in Annex (A). Partial is not accepted.

REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to Miss. Sahar Abu Tarbush, email: abutarbu@unhcr.org, by 20th October 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 28 October 2019 16:00 hrs by e-mail in PDF format to abutarbu@unhcr.org.

Please indicate in the e-mail subject field:

- RFQ/HCR/JOR/2019/27
- 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