

DATE: 17/05/2020

REQUEST FOR QUOTATION: No. RFQ/HCR/JOR/2020/13

FOR ESTABLISHING 2 YEARS FRAME AGREEMENT FOR THE PROVISION OF
ADVERTISEMENT IN NEWSPAPERS SERVICES
CLOSING DATE AND TIME: 31 May 2020 – 16:00 Hrs. Amman Local Time.

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and coordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 7,685 people in more than 125 countries continues to help about 34 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Branch Office Amman, Jordan invites bids from eligible firms, who have valid registration and relevant experience for the provision of advertisement in the newspapers services as described in detail in **Annex C**.

It is highly recommended that this Request for Quotation and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

The following annexes form an integral part of this Invitation to Bid:

ANNEX B: Technical Offer
ANNEX C: Financial Offer
ANNEX D: Vendor Registration
ANNEX E: UNHCR General Conditions of Contracts for the Provision of Good and Services Eng
ANNEX E1: UNHCR General Conditions of Contracts for the Provision of Good and Services Ar
ANNEX F: UN Supplier Code of Conduct.

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 of the offered items as per **Annex A**.
- Country of origin of the items;
- Warranty terms/time;

- Total preparation and delivery lead time upon order's issuance (in days); **Maximum acceptable delivery time is Thirty (30) 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);

PRICE QUOTATION:

The Financial Offer shall include:

- All-inclusive total price, without VAT;
- Currency Jordanian Dinars (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:

- 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. Jamil Koussous ,email: koussous@unhcr.org , by 25 May 2020 at 15:00 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 **31 May 2020 15:00 hrs.** by e-mail in PDF format to koussous@unhcr.org.

Please indicate in the e-mail subject field:

- **RFQ/HCR/JOR/2020/13**
- **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
- ANNEX C: Financial Offer
- ANNEX D: Vendor Registration
- ANNEX E: UNHCR General Conditions of Contracts for the Provision of Good and Services
- ANNEX F: UN Supplier Code of Conduct.



Mohamed Elgadhafi
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