REQUEST FOR INFORMATION: No. OD-MENA-BA/ADMIN/2022/069
FOR MOTORIZED SUSTAINABLE SHADES/BLINDS SYSTEM

CLOSING DATE AND TIME: 13/07/2022 – 23:59hrs CET

The United Nations High Commissioner for Refugees, UNHCR, is requesting information for the provision of a sustainable motorized shades/blinds system.

This Request for Information (“RFI”) seeks input from the interested parties in the market of motorized shades/blinds systems. Responses to this RFI will be used by UNHCR to obtain a better understanding of the market’s capabilities and to identify innovative, technically proficient firms capable of helping UNHCR to identify the most efficient sustainable solution.

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 the mandate to help stateless people.

In more than seven decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 8,600 people in more than 127 countries continues to help about 36.4 million persons. To help and protect some of the world’s most vulnerable people in so many places and types of environments, UNHCR must purchase goods and services worldwide. For further information please visit our website at http://www.unhcr.org.

I. Scope of work:

UNHCR Middle East and North Africa (MENA) office based in Amman, Jordan is seeking information related to motorized sustainable shades/blinds system for its premises.

UNHCR MENA aims to achieve the highest level of sustainability, and energy efficiency, and the lowest CO2 footprint while maintaining the comfort of the building occupants.

The system will optimize the use of natural light in the building without compromising the occupants’ comfort by minimizing solar glare and heat gain, enhancing the visual environment, and providing UV protection. The system should have distinct summer and winter strategies to achieve higher energy consumption efficiencies. The anticipated solution can be determined based on required coverage as follows:

<table>
<thead>
<tr>
<th>Required services</th>
<th>Anticipated Qty to Cover all Windows</th>
<th>Building Layout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motorized sustainable shades/blinds system</td>
<td>1,000 Sqm</td>
<td>Interested suppliers can request the building layout via an official email address to <a href="mailto:jorrbsup@unhcr.org">jorrbsup@unhcr.org</a></td>
</tr>
</tbody>
</table>
II. Request for Information

UNHCR wishes to engage in consultations with the interested parties in the market of motorized sustainable shades/blinds systems. While UNHCR does not currently plan to issue a procurement solicitation that is directly related to the subject matter of this RFI, the know-how developed as a result of this RFI may be used to inform procurement solicitations at the local level.

UNHCR requests interested parties to provide a submission in response to this RFI that will consist of the following items:

A. A duly signed cover letter specifying the name of the service provider/supplier, registered office, and locations.

B. Description of Company:
   - A general description of the company and its areas of business, and product/services range relevant to the scope of this request.
   - Brochure of service provider's / supplier's company.

C. Description of Company’s experience and activities:
   - General description of the Company’s activities.
   - Capacity to provide the requested services.
   - Resources and years of experience.
   - Technologies.
   - Applications.
   - Implementation arrangements and partnerships.
   - Coverage (global, regional, local), etc.
   - A list of countries/locations where such system has been installed.
   - Proof of all authorisations, permission and/or licences that may be required to conduct public sales in the countries for which the services can be offered.

D. Complete contact details of focal person/s for further correspondence and clarifications, including name, position, email address/es, and phone numbers.

E. Any other information from the service providers/suppliers that would be relevant to this RFI. (e.g. recommendations, risks identified, etc.)

F. Brochure of the products with details on technical specifications and country of origin.

G. Pricing structure of the products per item/unit. The office is interested in receiving estimated costs and related information for budgeting purposes. No figures quoted in this RFI will be carried forward to any potential future solicitation(s).

H. Complete the attached Questionnaire (Annex A).

III. Not a Procurement Solicitation

This RFI is being issued solely for the purpose of gathering market information to improve UNHCR’s expertise and know-how in the field of motorized sustainable shades/blinds system to assist the Organization planning in its future sustainability strategies.

This RFI and the related follow-up activities do not constitute a procurement solicitation, nor do they represent a promise to issue a procurement solicitation in the future or commit UNHCR to a contract
for any supply or service whatsoever. Except for procurement solicitations at the local level in the ordinary course of operations, UNHCR is not currently seeking proposals relating to the subject matter of this RFI and will not accept unsolicited proposals.

UNHCR will not reimburse interested parties or any other organizations for any information, administrative, travel or other costs incurred in response to this RFI. All costs associated with responding to this RFI will be solely at the interested parties’ expense.

IV. Submission Instructions

Interested parties are requested to respond in writing not later than 13/07/2022 – 23:59hrs CET. The documents must be sent by e-mail ONLY to: jorrbmsup@unhcr.org

The covering letter must bear your official letterhead, clearly identifying your company.

Documents including all attachments should be submitted in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.).

It is your responsibility to verify that all e-mails have been received properly before the deadline. 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.

Please indicate in e-mail subject field:
- RFI [Number]
- Name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

All proprietary, confidential information or any other limitations on disclosure must be clearly marked and labelled. To the fullest extent consistent with UNHCR’s legal obligations, information identified by a respondent as “Proprietary” or “Confidential” will be kept confidential.

UNHCR will review the responses and may seek further clarification and information from certain respondents. These requests for clarification or information may take the form of communication by telephone, in writing, or emails. In addition, certain RFI respondents may be invited to present their responses to a UNHCR. UNHCR will not bear any costs relating to such presentations or to the preparation and submission of the RFI responses.

Attachments:
- Annex A - Questionnaire