The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950 by the United Nations General Assembly ¹, requests your price quotation for the supply and installation of active harmonic filter as specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

Technical specifications of the requirement are detailed in Annex A.

Your offer should include the following information/documentation:

- Submission of valid business company certificate.

- Provision of product documentation: The offer must include catalogues with detailed specifications, photos, brochure, data sheet, and operating manual of items offered/quoted.

- Warranty/guarantee: A warranty of ONE YEAR should be provided for all items and installation work, and it should be clearly stated in the financial offer Annex B.

- Delivery time: To be stated in you offer and, the maximum acceptable delivery time (including installation) is 30 days upon purchase order’s issuance, including installation, leasing with JEPCO and PV subcontractor.

- Country of Origin: To be indicated in your offer for each proposed item and labeled on the delivered product.

- Stamped and Signed Vendor Registration Form (Annex C); If your company is not already registered with UNHCR, you should complete, sign, stamp, and submit the Vendor Registration Form along with your offer.

- Stamped and Signed UNHCR General Conditions of Contracts for the Provision of Goods and Services (Annex D) and the stamped and signed UN Supplier Code of Conduct (Annex E);

¹ For further information on UNHCR, please see http://www.unhcr.org
- **Financial Offer Form**: Please fill Annex B - Financial Offer Form, which should be submitted on supplier’s letterhead, duly signed, and stamped copy as part of your offer. Contact person, name, designation, email, and phone number should be provided in the offer.

- **Currency of the offer**: JOD or USD (without VAT). Please note that UNHCR has tax and duty exemption status, so your quote should be without VAT.

- **Incoterm and Delivery Location is DDP (Delivery Duty Paid)** to UNHCR MENA Bureau in Amman, Jordan, Princess Basmah Street, Wadi Abdoun Area, #Building no. 177. The price must be inclusive of transportation cost to the delivery address and offloading.

**Important Additional Considerations:**
- **Awarded bidder should sole responsible to liaise with JEPCO and PV's subcontractor for final proper connection with the grid** as recommended in JEPCO report (Annex F)

- **Acceptance of Items**: UNHCR will inspect delivered items and accept them if they fully meet the attached specifications but reject if not fully meet the specifications. All rejected items must be removed by the selected vendor at his own cost and replaced by items fully meeting the specifications.

- **Offer Validity**: The offered prices should remain valid for 90 days from the date of the tender closing date.

- **Award criteria**: Lowest offer that fully meets the technical specifications, all things being equal, preference will be given to the offer with the shortest delivery lead time.


### 2. EVALUATION CRITERIA

Your offer will be evaluated using, inter alia, the following criteria and all of them must be met as Passed. Supporting documents must be submitted along with your offer.

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<thead>
<tr>
<th>Documents to be submitted</th>
<th>Criteria</th>
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<tr>
<td><strong>1- Mandatory Criteria</strong></td>
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<tr>
<td><strong>Valid Registration</strong></td>
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<td>Certificate of Registration with Ministry of Trade of Jordan</td>
<td>Pass/Fail</td>
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<td><strong>2- Technical Evaluation Criteria</strong></td>
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<tr>
<td><strong>Compliance with Technical Specifications</strong></td>
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<tr>
<td>Compliance with technical specifications and JEPCO’s requirement report. The offer must include detailed specifications, photos, brochure, data sheet and operating manual of items offered/quoted which must comply with the specifications as per Annex A of this RFQ.</td>
<td>Pass/Fail</td>
</tr>
</tbody>
</table>
**Availability of warranty**
A warranty of **ONE YEAR** should be provided for all items and installation work.

**Delivery time**
Maximum acceptable is 30 days upon purchase order’s issuance, including installation, leasing with JEPCO and PV subcontractor.

### 3. **ENQUIRIES:**

Please direct any enquiries or clarifications concerning this RFQ to the UNHCR MENA Bureau Supply Unit email at: jarbous@unhcr.org no later than **29 September 2022, 13:59 Jordan Time.**

### 4. **RFQ SUBMISSION:**

**Offers must be sent by e-mail clearly marked the RFQ number OD-MENA-BA/ADMIN/2022/086 in the subject of the email: jorrbmsup@unhcr.org.**

Your quotation must be submitted on or before **04 October 2022, 23:59 hrs**, Amman, Jordan Time by e-mail in PDF format to jorrbmsup@unhcr.org.

Please indicate in the e-mail subject field:
- OD-MENA-BA/ADMIN/2022/119
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

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.

### 5. **ENVIRONMENTAL POLICY**

UNHCR’s policy is to purchase products and services which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packaging, use, and disposal of goods form part of UNHCR’s evaluation and selection criteria.

### 6. **ZERO TOLERANCE POLICY**

Please note that UNHCR strictly follows zero tolerance policy and as such, advises to its Suppliers not to offer any gifts, favour, hospitality, commission, etc. to UNHCR Staff. Any Supplier found to be offering gifts, favour, hospitality, commission, etc. to UNHCR Staff will be placed on United Nations sanctioned list and UNHCR will not do business with them anymore.

Sincerely,

Arnaud Blazy
Regional Supply Coordinator
UNHCR Operation in Jordan
Attachments:
Annex A: Specification of items
Annex B: Financial Offer Form
Annex C: Vendor Registration Form
Annex D: General Conditions of Contract for the Provision of Goods and Services (2018);
Annex F: JEPCO report