



# UNHCR

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

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DATE: 15/06/2023

REQUEST FOR QUOTATION: No. RFQ/078/2023

FOR THE PROVISION OF ENVIRONMENTAL AND SOCIAL IMPACT ASSESSMENT OF  
THE PROPOSED 700 kW SOLAR HYBRID ENERGY SYSTEM AT UNHCR MELKADIDA  
SUB-OFFICE, ETHIOPIA

QUOTATION TO BE RECEIVED BY: 29/June/2023 at 23:59 CET

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The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly<sup>1</sup>, requests your price quotation for the following services: **ENVIRONMENTAL AND SOCIAL IMPACT ASSESSMENT OF THE PROPOSED 700 kW SOLAR HYBRID ENERGY SYSTEM AT UNHCR MELKADIDA SUB-OFFICE, ETHIOPIA** specified in this Request for Quotation (RFQ).

## 1. REQUIREMENTS

**DESCRIPTION:** Environmental and Social impact assessment of the proposed 700 kw solar hybrid energy system at UNHCR Melkadida sub-office, Ethiopia as per the following Annexes:

Annex A: Terms of Reference

Annex B: Financial Form

Annex C: UNHCR General Conditions of Contracts for the Provision of Services

Annex D: UN Supplier Code of Conduct

Annex E - Vendor Registration Form

Please note that the type of requested services have been stated to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will require the totality of the requested services. Type and numbers of requested services may vary and will depend on the actual requirements and funds available regulated by issuance of the Agreement/Purchase Order.

Please note that UNHCR has tax and duty exemption status, so you shall include the following price information in your quote (without VAT):

- Currency:
- Cost of all services:
- Implementation time:

## 2. ACKNOWLEDGMENT

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<sup>1</sup> For further information on UNHCR, please see <http://www.unhcr.org>

We would appreciate your informing us of the receipt of this RFQ by return e-mail to [anayavil@unhcr.org](mailto:anayavil@unhcr.org) as to:

- Your confirmation of receipt of this RFQ
- Whether or not you will be submitting a bid

### **3. RFQ SUBMISSION**

Bidders are required to submit any request for clarification in respect to this RFQ by e-mail to [anayavil@unhcr.org](mailto:anayavil@unhcr.org)

**The deadline for receipt of questions for clarification is: 20 June 2023 at 17hrs CET**

Your quotation shall be received on or before **29 June 2023 – 23:59 hrs CET** [by e-mail in PDF format to [anayavil@unhcr.org](mailto:anayavil@unhcr.org) .

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 the e-mail subject field:

- RFQ/078/2023
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)  
For example: RFQ/078/2023 Company ABC (email 1 of 3)

Your quotation must be valid as least for **30** days. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached in **ANNEX C the UNHCR's General Conditions of Contracts for the Provision of Services- 2018**, which have to be acknowledged by submitting a signed copy together with your offer.

**However, please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for Provision of Goods and Services.**

**Please note that all offers will be evaluated against the requirements set in Annex A Terms of Reference and the prices quoted in Annex B Financial Offer. The contract shall be awarded to the lowest priced offer best meeting the stated requirements.**

UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial awards.

### **DOCUMENTS TO BE SUBMITTED:**

1. A copy of valid Company/Business Registration Certificate – registered/ licensed ESIA consultancy/ consultant
2. Proposal of proposed concept as per Annex A – TOR including, project outline, project timelines and proposed project team including CVs and experience on similar projects
3. Signed and stamped **Annex A – Terms of Reference**. By signing/stamping this Annex, you acknowledge to have read, understood, and committed to the requirements in this Annex.

4. Completed, signed, and stamped **Annex B – Financial Offer form**.
5. Signed and stamped **Annex C - UNHCR General Conditions of Contracts for Provision of Services** (Rev. 2018). You must clearly indicate in your quotation that you accept them and sign the last page of this Annex C.
6. Signed and stamped **Annex D - UN Supplier Code of Conduct**. You must clearly indicate in your quotation that you accept them and sign the last page of Annex D.
7. Completed, signed, and stamped **Annex E – UNHCR Vendor Registration Form**.

Thank you for your kind attention.



Signature

**Martine Israel**

Head of Unit

HQ Procurement

Supply Management Service

UNHCR Global Service Centre