



UNHCR

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

DATE: 09/09/2021

UNHCR REPRESENTATION IN MALAYSIA

REQUEST FOR QUOTATION: No. HCR/MYS/SUP/RFQ/018/21

FOR THE PURCHASE OF CREDITS FOR BULK SMS

QUOTATION TO BE RECEIVED BY: 16/09/2021, 1400 HRS (Malaysian Standard Time)

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹, requests your price quotation for the following goods specified in this Request for Quotation (RFQ).

The following Annexes are integral part of this RFQ:

- Annex A: UNHCR's General Conditions of Contracts for the Provision of Services -July 2018 (***to be signed, stamped and submitted***)
- Annex B: Bid Data Form (***to be completed and submitted***)
- Annex C: Financial Offer Form (***to be completed and submitted***).
- Annex D: Vendor registration form (***to be completed and submitted by vendor who are neither registered with UNHCR nor in UNGM***).

1. **Technical Requirements:**

Compliance: The services you are offering should be fully compliant to the specifications in Annex C

Services Delivery Point: UNHCR, 570, Jalan Bukit Petaling, 50460, Kuala Lumpur

Financial Offer: Please submit your price offer in **MYR**, using financial form (**Annex C**).

Lead Time: Acceptance to deliver within a maximum of 1 week from the time UNHCR ends an official offer/purchase order.

UNHCR is exempted from Duties and Sales Tax, according to local Malaysian Law all diplomatic missions must pay SST/VAT, thus every offer must include applicable SST/VAT charges. With this regard, price must be quoted with applicable SST/VAT in a separate line in your offer (refer to Annex-C).

The fairly priced, substantially compliant offer will subsequently be recommended for a contract award. UNHCR reserves the right to accept the whole or part of your bid.

Your quotation must be valid for at least **60** calendar days. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

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

Please find attached ANNEX A the UNHCR's General Conditions of Contracts for the Provision of Services, **submitting an offer is deemed as full acceptance of UNHCR's General Conditions of contract for Provision of services.**

2. RFQ Submission

We would appreciate receiving your quotation on or before **16/09/2021–14:00 HRS Malaysian Standard Time** by e-mail in PDF format (signed and stamped) to MLSLUSUP@unhcr.org Incomplete submissions may result in disqualification.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **8 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/HCR/MYS/SUP/RFQ/018/21**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Thank you for your kind attention.


Muhammad Abdul Ghas
Senior Supply Associate
UNHCR Representation in Malaysia



The stamp is circular with the text "UNHCR Representation in Malaysia" around the top edge. In the center is the UNHCR logo, which includes a stylized figure of a person under a roof, with the text "UNHCR" and "The UN Refugee Agency" below it. At the bottom of the stamp, it says "- 003 -".