



UNHCR

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

DATE: 10/10/2022

UNHCR REPRESENTATION IN MALAYSIA

REQUEST FOR QUOTATION: No. HCR/MYS/SUP/RFQ/013/22

**FOR THE DEVELOPMENT OF DETAILED DESIGN, DRAWINGS AND BILL OF
QUANTITIES FOR REPAIR WORKS AND IMPROVEMENT OF UNHCR
PREMISES IN KUALA LUMPUR, MALAYSIA**

QUOTATION TO BE RECEIVED BY: 21/10/2022, 23:59 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: Terms of Reference (**to be acknowledged and submitted**)
- Annex C: Bid Data Form (**to be completed and submitted**)
- Annex D: Financial Offer Form (**to be completed and submitted**).
- Annex E: 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 TOR in **Annex B – Terms of Reference**,

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

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

Registration with LAM: Submit your SSM and registration with Lembaga Arkitek Malaysia and the company should be at least 3-year old.

Lead Time: Acceptance to provide the Tender Drawings, BOQs with in two weeks from the time UNHCR sends an official offer.

The successful supplier will be selected for a service contract for the duration till the actual construction project is concluded.

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-D).

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.

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

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.

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 **21/10/2022–23:59 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/013/22**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Thank you for your kind attention.

Muhammad Athmir Abdul Ghani
Senior Supply Associate
UNHCR Representation in Malaysia