

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés**DATE: 15/05/2025****REQUEST FOR QUOTATION No. RFQ/YEMSA/SUP/25/11****FOR THE SUPPLY OF ICT EQUIPMENT FOR RCs IN THE SOUTH OF YEMEN****KHARAZ – BASATIN AND MUKALLA****DEADLINE FOR QUOTATIONS TO BE RECEIVED BY:
22 May 2025 @ 12:00 hrs (12:00 Noon) Yemen time**

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

1. REQUIREMENTS

- **Description:** Supply, delivery, the ICT Equipment.

No	Description (Specification as per Annex A)	UOM	Quantity
Lot-1: Items for Kharaz			
1	HP Color LaserJet Enterprise M553D duplex	PCs	1
2	Additional Toner Cartridge set for the HP Color LaserJet Enterprise M553D duplex - Standard Yield – HP 508A Series Black (CF360A) - Cyan (CF361A) - Magenta (CF363A) - Yellow (CF362A)	Set	1
3	ARTronic 3kVA Online UPS	PCs	1
4	Hikvision EKI-K41T44 4-Channel 4K NVR with 4 x 4MP Night Vision Turret Cameras - Including 4 cameras, NVR and 1TB HDD	Lot	1
5	UPS Batteries	PCs	24
6	Samsung 55 Inch LED TV 4K	Pcs	2
7	Solar Lamps big size	PCs	2
8	spotlights/flashlights	PCs	2
9	USB to Ethernet adapter	PCs	1
Lot-2: Items for Basatin			
1	HP Color LaserJet Enterprise M553D duplex	PCs	1
2	Additional Toner Cartridge set for the HP Color LaserJet Enterprise M553D duplex - Standard Yield – HP 508A Series Black (CF360A) - Cyan (CF361A) - Magenta (CF363A) - Yellow (CF362A)	Set	1
3	ARTronic 3kVA Online UPS	PCs	1
4	Water Dispenser – Generic Model with Hot & Cold Taps	PCs	3
5	Hikvision EKI-K41T44 4-Channel 4K NVR with 4 x 4MP Night Vision Turret Cameras - Including 4 cameras, NVR and 1TB HDD	Lot	1
6	UPS Batteries	Pcs	24
7	Generic USB Keyboard	PCs	11
8	Generic USB Mouse	PCs	11
9	Solar Lamps big size	PCs	2
Lot-3: Items for Mukalla			
1	HP Color LaserJet Enterprise M553D duplex	PCs	1
2	Additional Toner Cartridge set for the HP Color LaserJet Enterprise M553D duplex - Standard Yield – HP 508A Series Black (CF360A) - Cyan (CF361A) - Magenta (CF363A) - Yellow (CF362A)	Set	1
3	ARTronic 3kVA Online UPS	PCs	1
4	Hikvision EKI-K41T44 4-Channel 4K NVR with 4 x 4MP Night Vision Turret Cameras - Including 4 cameras, NVR and 1TB HDD	Lot	1
5	Samsung 55 Inch LED TV 4K	PCs	2
6	Solar Lamps big size	Pcs	2
7	USB to Ethernet adapter	PCs	1



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- **Specifications:** As per attached **Annex-A**.
- **Delivery point:** DDP delivery and Installation to Partner Offices in Kharaz, Basatin and Mukalla in the southern of Yemen
- **Catalogues:** All bidders should submit a catalogue for each item which could be used as a receiving note.
- **Warranty:** Minimum 12 months the vendor offered seller's warranty for the supplied equipment.

2. **TECHNICAL OFFER**

- The technical component of the submission will be evaluated using the criteria PASS or FAIL for each product (Line item) conforming to the given specification, fail in any item which will not match with the required specification, the supplier will not be qualified for the financial evaluation for that particular item
- Your technical offer under this RFQ shall be detailed in the Technical Offer Form attached hereto as **Annex-B**.
- Provide scan copy of your valid business registration certificate, and/or licenses (**issued by the Yemeni authorities in Aden**) in computer / ICT items supplies, computer engineering, or any related areas, fail in providing this document, the supplier will not be qualified for the financial evaluation.

3. **FINANCIAL OFFER**

Please include the following price information in your quote (without VAT):

- *Currency: USD*
- *Your financial offer under this RFQ shall be detailed in the Price Offer Form attached hereto as **Annex-C**.*

UNHCR is exempted from all direct taxes and customs duties. Quoted price shall be provided without VAT but the VAT amount shall be clearly separately indicated.

3. **BIDDING INFORMATION:**

- **RFQ DOCUMENTS**

The following annexes form integral part of this Request for Quotation (RFQ):

Annex A:	Technical Specification
Annex B:	Technical Offer Form
Annex C:	Financial Offer Form
Annex D:	UNHCR GCC for the Provision of Goods Services – 2018
Annex E:	UN Supplier Code of Conduct
Annex F:	Vendor Registration Form

4. Technical and Financial evaluation:

Technical evaluation.

All valid Technical Offers from the Bidders received in response to this RFQ will be evaluated using PASS/FAIL system based on the following Eligibility and Technical Evaluation Criteria:

I. Eligibility CRITERIA	Merit "PASS / FAIL"
1. Business registration: presented a valid business registration certificate, and/or licenses (issued by the Yemeni authorities in Aden) in computer / ICT items supplies, computer engineering, or any related areas	Non-discretionary "PASS/FAIL"

II. TECHNICAL EVALUATION CRITERIA	Merit "PASS / FAIL"
2. Specification: Offered equipment and solution meet the specification and BoQ outlined in Annex A Please provide the offered specification in any of the following method <ul style="list-style-type: none"> Complete, sign and stamp each page of Annex B Technical Offer Form Provide catalog or data sheet for each of the offered items Sign and stamp each page in Annex A Technical Specification to acknowledge and confirm that the offered items are matching the specification outlined in Annex A 	Non-discretionary "PASS/FAIL"

Financial evaluation:

The financial component will be analyzed only for those suppliers whose technical offers fully met the UNHCR requirements set forth in this tender. Financial bids from the technically qualified suppliers will be evaluated based on:

- Competitiveness of the quoted prices;
- Total overall cost

5. RFQ SUBMISSION

The offers must bear your official letter head, clearly identifying your company.

Bids should be submitted by e-mail and all attachments must be in PDF format only.

Copies of the *.pdf format documents may, as an addition, be included in Excel or other formats such as *.doc, *.docx, *.xls, *.xlsx, *.rtf, *.png, *.jpg, *.jpeg, *.txt, *.zip, *.ppt, *.pptx, *.bmp, *.rar, *.gif, *.tif and *.tiff. Executable files (*.exe, *.bat, *.cmd, etc.) shall not be uploaded as such extensions are filtered and are rejected by the UNHCR email server).

The Technical and Financial Offers submitted electronically must be sent in separate emails.

Bid submitted by email must be sent ONLY to: YEMSATEN@UNHCR.ORG



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IMPORTANT: The Technical Offer and Financial Offer submitted electronically must be sent in separate emails.

Deadline for submission:

Thursday 22 May 2025 @ 12:00 hrs (12:00 Noon) Yemen time

IMPORTANT:

Any bid received after this date or sent to another UNHCR address will be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

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:

- Bid ref.# **RFQ/YEMSA/SUP/25/11**;
- Name of your firm with the title of the attachment;
- Whether the email is part of the Technical Offer or the Financial Offer.
- Number of e-mails that are sent (example: 1 of 3, 2 of 3, 3 of 4);

*For example: RFQ/YEMSA/SUP/25/11 Company ABC; Technical Offer (email 1 of 2)
RFQ/YEMSA/SUP/25/11 Company ABC; Financial Offer (email 2 of 2).*

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

Your offer shall comprise the following two sets of documents:

- Technical Offer
- Financial Offer

4.1 Content of the TECHNICAL OFFER

IMPORTANT:

No pricing information should be included in the technical offer. The technical offer should contain all information required.

The Technical Specification of items requested by UNHCR under this tender can be found in **Annex A**. Clearly state and disclose any discrepancies with the specifications given.

Your Technical Proposal should be prepared using the Technical Proposal Form **Annex B**. It must be concisely presented and structured as guided in this **Annex B**



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4.2 Content of the FINANCIAL OFFER

Your separate **Financial Proposal** must contain an overall offer in **US Dollars**.

The Financial offer is to be submitted as per the Financial Proposal Form (Annex C).

Your quotation must be valid as least for [90] days.

6. INFORMATION FOR BIDDERS:

- Inspection may be applicable and will be advised at time of purchase and arranged by UNHCR. Inspection will be executed at the point of arrival.
- UNHCR reserves the right to accept the whole or part of your quotation.

7. TERMS OF PAYMENT

Payment will be made in accordance with the UNHCR General Conditions of Contract. The standard payment terms of UNHCR are net **90 days** upon satisfactory delivery of goods and acceptance thereof by UNHCR, presentation of original invoice and acceptance by UNHCR of the goods delivered in accordance with the description of requirements as per the samples provided.

8. UNHCR GENERAL CONDITIONS OF CONTRACT FOR THE PROVISION OF GOODS

Please find attached as **Annex-D** the UNHCR's General Conditions of Contract for the Provision of Goods, July 2018 version, which must be accepted and acknowledged by submitting a signed copy together with your offer *or* by clearly indicating in your quotation that you accept them. However, please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions of Contract for the Provision of Goods.

9. VENDOR REGISTRATION FORM

If your company is not yet registered with UNHCR, you must fill in, sign and return with your offer the UNHCR Vendor Registration Form attached as **Annex-F**.

If your company is already registered with UNHCR, please submit Annex-F as blank, stipulating your UNHCR vendor ID on the form.

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

Martha Stacey Kiryewala,
Supply Officer
UNHCR Yemen