



# UNHCR

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

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**DATE: 02/10/2019**

**ADDENDUM TO REQUEST FOR QUOTATION: No. RFQ/GRC/2019-040**

**For the Provision & Installation of a Security Alarm System in Rhodes**

**NEW DEADLINE - QUOTATION TO BE RECEIVED BY: 08/10/2019, 23:59 hrs local Greek time**

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The United Nations High Commissioner for Refugees (UNHCR)<sup>1</sup> requests your price quotation for the Provision of a Security Alarm System in Rhodes as specified in this Request for Quotation (RFQ).

## **1. REQUIREMENTS**

**Description:** Provision & Installation of a Security Alarm System

**Type of goods and deliverables:** as per Annex A - Terms of Reference & Bill of Quantities

**Delivery location:** DAP Rhodes

## **2. Your OFFER**

### **2.1. Content of the Technical Offer**

The following details shall be provided in the Technical Offer:

- Short description that your company can provide the required services (company history, company profile, professional experience, reports)
- Warranty period for the offered goods: The bid shall include defects and liability period with terms of warranty.
- Lead time (upon receipt of order): Please state the total lead time needed upon receipt of the official purchase order in working days in order to supply the necessary equipment and conclude the installation
- Tax Certification: Please provide the Tax Registration Certificate from "Taxisnet" (which states that your business is active, and includes your tax number and KAD codes that are relevant to the goods requested)
- Tax & Insurance Clearance
- Trade Registration Certificate from the Chamber of Commerce
- UNHCR General Conditions of Contract for the Provision of Goods & Services: Your technical offer should contain your acknowledgement of the UNHCR General Conditions of Contract for the Provision of Goods & Services (Annex C)
- UN Supplier Code of Conduct: Your technical offer should contain your acknowledgement of the UN Supplier Code of Conduct (Annex D)
- Vendor Registration Form: Please complete, sign and submit with your technical proposal the UNHCR Vendor Registration Form (Annex E)

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

If your company is already registered with UNHCR, please submit an empty Vendor Registration Form clearly indicating your UNHCR Vendor ID

## 2.2 Content of the Financial Offer

Please use **Annex B – Financial Offer** form to prepare your quotation and include the following price information in your quote (VAT to be indicated separately):

- Currency: EUR
- Unit Cost: DAP Rhodes
- Additional costs, if any (please specify)
- Total Cost: DAP Rhodes
- VAT to be indicated separately

## 2.3 Technical and Financial Evaluation

For the award, UNHCR has established evaluation criteria which govern the selection among offers received. Evaluation is made on a technical and financial basis.

The technical part will be evaluated based on the evaluation criteria (PASS or FAIL) mentioned above under point 2.1, based on the requirements of **Annex A**.

Please prepare your offer in response to Annex A.

Only Financial offers for the Bidders that have passed the Technical evaluation will be considered.

Financial evaluation will be conducted and comparison between offers will take place. UNHCR will compare all requested services/goods and the “lowest price offer, (best) meeting the stated requirements” will be awarded.

## **3. REQUESTS FOR CLARIFICATIONS**

~~Requests can be received by email only to Supply unit to Georgios Saragas, Senior Supply Associate at [saragas@unhcr.org](mailto:saragas@unhcr.org) and Christina Oikonomou, Senior Supply Assistant at [oikonomc@unhcr.org](mailto:oikonomc@unhcr.org), and the deadline for receipt of questions is **Tuesday, 24 September 2019, 23:59 hrs. local Greek time**. Bidders are requested to keep all questions concise.~~

~~UNHCR will compile the questions received and plans to respond to questions via email by Thursday, 26 September 2019. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders at once.~~

## **4. RFQ Submission**

We would appreciate receiving your quotation on or before **Tuesday, 08/10/2019 – 23:59 hrs local Greek time** by e-mail in PDF format to Christina Oikonomou, Senior Supply Assistant at [oikonomc@unhcr.org](mailto:oikonomc@unhcr.org), and copy Asmaa Boukhait, Associate Supply Officer at [BOUKHAIT@unhcr.org](mailto:BOUKHAIT@unhcr.org) and Giorgos Saragas, Senior Supply Associate at [saragas@unhcr.org](mailto:saragas@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/GRC/2019-040

- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2, 3/3)

You are kindly asked to hold your quotation valid as least for at least 120 days.  
UNHCR reserves the right to accept the whole or part of your bid.

Please note that UNHCR has tax and duty exemption status.

The cost of preparing a bid and negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods and acceptance thereof by UNHCR.

UNHCR is not obliged to award a contract for the requested services.

Please find attached:

- Annex A: Terms of Reference (ToR)
- Annex B: Financial Offer Form, please prepare your financial offer using this Annex.
- Annex C: UNHCR's General Conditions of Contracts for the Provision of Goods & Services - 2018. Your technical offer should contain acknowledgement of the UNHCR General Conditions of Contracts for the Provision of Goods & Services
- Annex D: UN Supplier Code of Conduct. Your technical offer should contain your acknowledgement of the UN Supplier Code of Conduct.
- Annex E: Supplier Registration Form - Please complete this form in case you are not registered as qualified supplier in the UNHCR database

Thank you for your kind attention.

