

DATE: 14/03/2023

REQUEST FOR QUOTATION: HCR/IRQ/COE/2023/RFQ-030

SUPPLY AND DELIVERY OF DRIVER'S UNIFORM TO ERBIL UNHCR COUNTRY OFFICE IN IRAQ



QUOTATION TO BE RECEIVED BY: 20/03/2023 by 17:00 PM hrs (Iraq time)


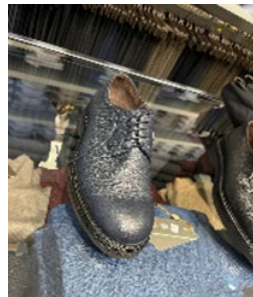



The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950, by the United Nations General Assembly¹, requests your price for the **Supply of UNHCR Drivers Uniform** specified in this Request for Quotation (RFQ)

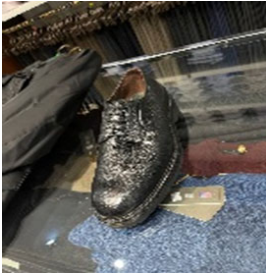
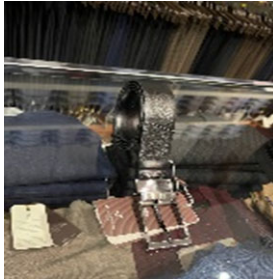
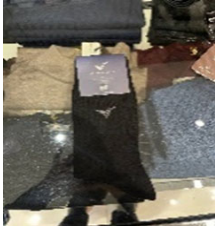
The following Annexes form integral part of this RFQ:

- Annex A: Financial Offer Form.
- Annex B: Technical Offer Form.
- Annex C: Vendor Registration Form (*For suppliers who are not registered with UNHCR*)
- Annex D: UNHCR General Conditions of Contracts for provisional of Goods.

1. REQUIREMENTS: Specifications/Sizes

#	Description	Quantity	Equivalent Sample	Supplier Comments
1	Blue (Dark) jacket (Two buttons) Size: Medium - 5 pieces Size: Large - 14 pieces Size: XL - 2 pieces Size: XXL - 3 pieces Size: XXXL - 1 piece	25		
2	Blue (Light) shirt (Cotton, long sleeve) Size: Medium - 5 pieces Size: Large - 14 pieces Size: XL - 2 pieces Size: XXL - 3 pieces Size: XXXL - 1 piece	25		

3	<p>Black trousers (Cotton, with zipper) Size: 30 - 1 piece Size: 32 - 2 pieces Size: 33 - 11 pieces Size 34 - 8 pieces Size 36 - 4 pieces Size 38 - 6 pieces Size 40 - 2 pieces Size 42 - 1 pieces</p>	25		
4	<p>Blue (Dark) shoes (Round tip, with laces) Size: 41 - 4 Pairs Size: 42 - 14 Pairs Size: 43 - 4 Pairs Size: 44 - 3 Pairs</p>	25		
5	<p>Black jacket (Water-proof, with zippers) Size: Medium - 5 pieces Size: Large - 14 pieces Size: XL - 2 pieces Size: XXL - 3 pieces Size: XXXL - 1 piece</p>	25		
6	<p>Black blouse (Long sleeve, with zipper) Size: Medium - 5 pieces Size: Large - 14 pieces Size: XL - 2 pieces Size: XXL - 3 pieces Size: XXXL - 1 piece</p>	25		
7	<p>Grey (Dark) trousers (Thick cotton, with zipper) Size: 30 - 1 piece Size: 32 - 2 pieces Size: 33 - 11 pieces Size 34 - 8 pieces Size 36 - 4 pieces Size 38 - 6 pieces Size 40 - 2 pieces Size 42 - 1 pieces</p>	25		

8	Black shoes (Round tip, with laces) Size: 41 - 4 Pairs Size: 42 - 14 Pairs Size: 43 - 4 Pairs Size: 44 - 3 Pairs	25		
9	Belt (Black, leather) Size: 76.2 cm - 1 piece Size: 81.28 cm - 2 pieces Size: 83.82 - 1 piece Size: 86.36 - 8 pieces Size 91.44 - 4 pieces Size 96.52 - 6 pieces Size 101.6 - 2 pieces Size 106.68 - 1 piece	25		
10	Socks (Black) Size: Free Size	25		

2. Technical Evaluation

The Bidders must meet below mandatory pre-qualification criteria in order for their bids to be considered for further evaluation.

Technical Criteria:

- 1- Submission of Business Store Registration Certificate in clothing business or Industry of clothing.
- 2- Bidders are requested to submit samples; the samples should meet the specifications and sizes stated in the above table Point.1 "Requirements".
- 3- The delivery of the items should be delivered in a week after placing the Purchase Order (PO).

The fairly priced, substantially compliant offer will subsequently be recommended for a contract award.

3. Delivery of Samples:

Below is the focal point for receiving the samples during working hours:

1. Azin Haweizi, she is reachable at 07510132606
2. Luqman Wasman, he is reachable at 0750 452 1215

4. FINANCIAL OFFER:

Please submit your price offer, using financial form (**Annex A**).

UNHCR is VAT exempted, with this regard, price has to be given without VAT.

The fairly priced, substantially compliant offer will subsequently be recommended for a contract award.

Your quotation must be valid as least for 60 days.

The standard payment terms of UNHCR through EFT (electronic funds transfer) are net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for contracts and supplier code of conduct [Signed copy is not required at this stage.]

4. RFQ Submission

We would appreciate receiving your quotation on **or before 20/03/2023 by 17:00 hrs (Iraq time)** by e-mail in PDF format to IRQERPROC@unhcr.org and cc: omerr@unhcr.org

Please indicate in the e-mail subject field:

- No. HCR/IRQ/COE/2023/RFQ-030
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2).

Thank you for your kind attention.

Supply Officer

Erbil UNHCR Country Office