



UNHCR

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

DATE: 07/04/2019

REQUEST FOR QUOTATION: No. 19/RFQ/LBY/TR/16

FOR THE PROVISION OF TRANSPORTATION SERVICES

QUOTATION TO BE RECEIVED BY: 09/04/2019 17:00 EET (UTC +2)

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 services specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

- Description: **Transportation Services**
- Contractual period: until 31/07/2019
- Frequency: as required, based on ad-hoc orders
- Dispatch / loading point: primarily at UNHCR warehouses in area(s) Serraj – Tripoli

Find attached in ANNEX A more information about the services required.

Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase any of the above quantity. Delivery destinations may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders.

Please note that UNHCR has tax and duty exemption status, so you shall include the following price information in your quote (without VAT):

- Currency: all offers must be submitted in currency USD only
- All-inclusive cost of services in the structure as requested in Annex B (including driver, security, insurance, fuel, vehicle maintenance, etc.)

In addition, kindly provide information on the fleet size and types of vehicles available. Your company needs to be duly registered with authorities, please attach necessary confirming documentation along with Vendor Registration Form that is found as Annex C, and acceptance of Code of Conduct for Suppliers that is attached as Annex E.

2. ACKNOWLEDGMENT

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

We would appreciate your informing us of the receipt of this RFQ by return e-mail to benmimou@unhcr.org as to:

- Your confirmation of receipt of this RFQ
- Whether or not you will be submitting a bid

3. RFQ SUBMISSION

Your quotation shall be received on or before 09/04/2019 – **17:00 hrs EET (UTC +2)** by e-mail in PDF format to benmimou@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 **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:

- 19/RFQ/LBY/TR/16
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

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

Please find attached in **ANNEX D the UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services-2010**, which have to be acknowledged by submitting a signed copy together with your offer.

However, please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for Provision of Goods and Services.

The award of this purchase will be done to the lowest bid submitted in full compliance with basic requirements such as years in business, experience, capacity, access to the majority to destinations, and ability to deliver on short notice.

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

Thank you for your kind attention.



Signature
Supply Officer
UNHCR Libya

