

**DATE: 29<sup>th</sup> MAY 2024**

**REQUEST FOR QUOTATION: RFQ/SOM/HAR/2024/008**

**FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR PROVISION OF  
PASSENGER TRANSPORTATION SERVICES FOR UNHCR SUB-OFFICE IN HARGEISA,  
SOMALILAND**

**QUOTATION TO BE RECEIVED BY: 06<sup>th</sup> JUNE 2024, EAT 14:00 Hrs**

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

The Office of the United Nations High Commissioner for Refugees (UNHCR) requests your company/firm to submit its prospective/best quotation as per the specifications in Annexes (A,B&C) attached in this Request for Quotation (RFQ) For the establishment of a Frame Agreement for provision of passenger transportation services for UNHCR Sub-office in Hargeisa, Somaliland.

**1. SERVICE REQUIREMENTS:**

**Road Passenger transportation from Berbera to Hargeisa Airport**

**Service Delivery Location:** UNHCR Sub-office in Hargeisa, Somaliland

**2. RFQ DOCUMENTS:**

The following annexes are an integral part of this Request for Quotation.

- Annex A:** Terms of Reference (ToR)
- Annex B:** Financial offer form
- Annex C:** Technical Criteria & documents required.
- Annex D:** UNHCR General condition of contract for the provision of goods and services
- Annex E:** UN Supplier Code of conduct
- Annex F:** Vendor Registration Form

**3. IMPORTANT INFORMATION:**

Please note that UNHCR has tax and duty exemption status in Somalia. Your quotation must be valid for at least 60 days. The standard payment terms of UNHCR is within 30 days from delivery of invoices, upon satisfactory delivery of goods/services and accepted thereof by UNHCR.

Information provided by the bidder will constitute the basis for eventual purchase order(s). UNHCR may, at its discretion, extend the deadline for the submission of proposals, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Your firm offer should be prepared in English and shall include the following:

#### **4. PRICE COMPONENT**

- The total amount should be provided in words and numbers.
- Prices should be provided in USD only.
- Each page of the completed submission should be signed and stamped.
- Clearly provide validity of your offer.
- Clearly state, the service delivery lead-time when requested.
- Sign and stamp your financial offer form.

#### **Please fill your company details below:**

- Name of Company: .....
- Address/Telephone Address: .....
- Contact Person: .....
- Confirm the acceptance of Annexes D&E (Yes/No) .....
- Total Amount in figures: .....
- Date: .....
- Signature/stamp: .....

#### **5. YOUR OFFER**

Your Offer shall be prepared in English.

Please submit your technical and financial offers using the submission forms provided in this RFQ. It should conform to the requirements and contain all information required. The offers not conforming to the requested format will not be taken into consideration for evaluations.

#### **6. RFQ Submission**

We would appreciate receiving your quotation on or before **06<sup>th</sup> June 2024, EAT 14:00 Hrs** by e-mail to [sommosup@unhcr.org](mailto:sommosup@unhcr.org) in PDF format.

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

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/SOM/HAR/2024/008**
- Name of your firm/company
- Number of e-mails that are sent (example: 1/2, 2/2)

Your quotation must be valid at least for [30] days. The standard payment terms of

UNHCR is within [30] days from delivery of invoices, upon satisfactory delivery of services and accepted thereof by UNHCR.

#### **7. ENQUIRIES/CLARIFICATIONS**

Please direct any requests for clarifications or inquiries to this email: [sommosup@unhcr.org](mailto:sommosup@unhcr.org) by quoting the tender reference number in the subject line.

#### **8. UNHCR GENERAL CONDITIONS OF CONTRACT FOR THE PROVISION OF SERVICES**

Please find attached as **Annex-D** the UNHCR's General Conditions of Contract for the Provision of Services, July 2018 revision, which must be accepted and acknowledged by submitting a signed and stamped copy together with your offer. However, please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions of Contract for the Provision of Services.

#### **9. UN SUPPLIER CODE OF CONDUCT**

Your offer must contain your acknowledgement of the UN Supplier Code of Conduct by signing and stamping the attached **Annex-E**. However, please note that submitting an offer is deemed as full acceptance of the UN Supplier Code of Conduct.

#### **10. VENDOR REGISTRATION FORM**

If your company is not yet registered with UNHCR, you must fill in, sign, stamp 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.

Thank you for your kind attention and wish you the best.

Supply Management Unit  
UNHCR Representation Office  
in Mogadishu, Somalia

