

DATE: 6/11/2024

Addenda 1

RFQ/HCR/SO/MOG/04/008

For Establishment of Three Years (1+1+1) Frame Agreement for Provision of Transport (staff shuttle) Services To UNHCR Representation for Somalia

QUOTATION TO BE RECEIVED BY: June 17, 2024, 17:00hrs. EAT

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 items listed below.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), in Mogadishu, Somalia, invites qualified service providers legally registered with the Federal Government of Somalia and/or respective federal states to make a firm offer for the establishment of Frame Agreement for the provision of rental car service to UNHCR office in Mogadishu Somalia.

UNHCR may award Frame Agreement with initial duration of one year, potentially extendable for a further period of two years (1+1+1) for provision of rental car services. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement.

Details of the required services provided in the attached Annex A- Terms of Reference (ToR)

Location	Number of Vehicles Required	Description
Mogadishu	10 vehicles	4WD/2WD four (4) door road worthy vehicles for provision of transport (staff shuttle) services.
Other Locations	On need basis	See in technical financial offer forms

Notify us the following information in your offer.

- Name of Vendor:
- E-mail & Telephone Address:
- Contact Person & Tel No:
- Delivery period in days:
- Quote Validity:
- Payment Terms:

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

- Currency: USD
- Delivery up to named place (**UNHCR Mogadishu**): -

- Cost to include, driver salaries, fuel, maintenance and other allowances.
- Additional fees, if any (please specify):
- Submit your own detail offer with our **RFQ form duly signed/stamped**Please

Note: that UNHCR has tax and duty exemption status.

2. 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.

3. 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

4. RFQ Submission

We would appreciate receiving your quotation on or before **June 17 2024, 17:00 HRS CET** by e-mail in PDF format to sommosup@unhcr.org

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of received email (attachments and body email) 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/HCR/SO/MOG/04/008**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Your quotation must be valid at least for 90 days. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Thank you for your kind attention.



Didier Ishimwe, Supply Officer
UNHCR Somalia2