



# UNHCR

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

**DATE: 01<sup>st</sup> DECEMBER 2024**

**REQUEST FOR QUOTATION: RFQ/SOM/MOG/2024/045**

**SUPPLY & DELIVERY OF MULTIPURPOSE SOLAR LANTERN TO UNHCR  
OFFICES IN SOMALIA**

**QUOTATION TO BE RECEIVED BY: 07<sup>th</sup> DECEMBER 2024, EAT 16:00 Hrs**

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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) invites your company/firm to submit its best quotation for the supply and delivery of multipurpose solar lanterns to UNHCR offices in Somalia, as per the specifications and measurements provided in this Request for Quotation (RFQ).

**1. RFQ REQUIREMENTS**

**Supply & Delivery Location:** Various locations in Somalia (Refer to Annex A).

**Duration/Frequency of Services:** one-off procurement.

**Samples:** Bidders should provide sample photo and brochure with its offer for verifications.

Quotations submitted without the sample may be rejected.

**2. RFQ DOCUMENTS:**

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

**Annex A:** List of items per location & Financial Offer Form.

**Annex B:** Technical specifications.

**Annex C:** Solar lantern data sheet.

**Annex D:** UNHCR General condition of contract for the provision of goods/services.

**Annex E:** UN Supplier Code of conduct.

**Annex F:** Vendor Registration Form

**3. IMPORTANT INFORMATION:**

It is strongly recommended that this Request for quotation and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Please note that UNHCR has tax and duty exemption status in Somalia.

Your quotation must be valid for at least 90 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 Goods/services delivery lead-time.
- Manufacturer warranty period.
- 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 B&C (Yes/No) .....
- Delivery Lead time: .....
- Manufacturer warranty period: .....
- Quote validity period: .....
- Total Amount in figures: .....
- Date: .....
- Signature/stamp: .....

#### 5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

| S/N | Evaluation Criteria                                                                                                                                                                              | PASS/FAIL |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1   | Provide proof of registration and taxpayer certificate from Federal Government of Somalia (FGS)                                                                                                  |           |
| 2   | Proof of similar Goods supplied to UN or INGOs by providing Contracts or Purchase.                                                                                                               |           |
| 3   | Provide a signed copy of the General Conditions of Contract for Provision of Goods and Services - July 2018                                                                                      |           |
| 4   | Provide a signed copy of the UN Supplier Code of Conduct                                                                                                                                         |           |
| 5   | Provide a complete Vendor Registration Form (if the company is already registered, please submit an empty VRF indicating registration number available on the PO previously received from UNHCR) |           |

## 6. RFQ Submission

We would appreciate receiving your quotation on or before **07<sup>th</sup> December 2024, EAT 16:00 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/MOG/2024/45**
- Name of your firm/company
- Number of e-mails that are sent (example: 1/2, 2/2)

## 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

