

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés**OPENING DATE: 14th JULY 2025****REQUEST FOR QUOTATION: RFQ/SOM/GLK/2025/014****FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR VEHICLE RENTAL SERVICES FOR A PERIOD OF THREE YEAR FOR THE UNHCR SUB-OFFICE IN GALKAYO, SOMALIA****QUOTATION TO BE RECEIVED BY: 31st July 2025, EAT 16:00 Hrs****OPEN TO ONLY SOMALIA BASED COMPANIES**

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) attached in this Request for Quotation (RFQ) For the establishment of a Frame Agreement for vehicle rental services for a period of three years for UNHCR Office in Galkayo, Somalia.

1. SERVICE REQUIREMENTS:

UNHCR Office in Galkayo is in the process of obtaining pricing for vehicle rental services to establish the Frame Agreement(s) for Three years (2+1). The areas that need to be provided with the transportation stipulated in Annex B. The contractor will work in Puntland and Galmudug.

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 Evaluation Criteria
- Annex D:** UNHCR General condition of contract for the provision of goods and services
- Annex E:** UN Supplier Code of conduct
- Annex F:** UNHCR Supplier portal manual

3. IMPORTANT:

- Please note that UNHCR has tax and duty exemption status in Somalia.
- Your Price quotation must be valid at least for **60** days.
- Please include the following price information in your quote (without VAT)
 - a-** Currency: **US\$ Dollar**
 - b-** Unit Cost:
 - c-** Total Cost for Services:

4. YOUR OFFER

Your Offer shall be prepared in English. Please submit your technical and financial offers using the submission guidelines 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.

5. RFQ Submission

Offers must be submitted through the Cloud ERP portal. In case you have never registered before, you can register a profile using the registration link [Supplier Registration \(oraclecloud.com\)](https://oraclecloud.com) and follow the instruction in guides available in the UNHCR website: [How to become a supplier | UNHCR](#). Do not create a new profile if you already have registered in UNHCR database. Use the forgotten password feature in case you do not remember your password or username from previous registration.

In the event suppliers need to change the e-mail account in the system, it will be required to edit the focal person information and contact details in the system. Registration Guide and User Manual are available in the following link: [Supplier Portal User Manual](#).

Bids should be submitted their proposal directly in the portal and all attachments should be uploaded in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.). The Technical and Financial offers shall be submitted in the specified sections. **Failure to do so will result in disqualification.**

Any bid received after this deadline or outside of the online portal will be rejected. UNHCR may at its discretion, extend the bid submission deadline and the notifications will be sent to all prospective bidders directly in the online portal. It is the supplier's responsibility to verify that documents and correspondence have been submitted properly before the deadline.

6. REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this RFQ by e-mail to sommosup@unhcr.org, keeping ibramoha@unhcr.org in copy. The deadline for receipt of questions is **22/07/2025 – 16:30 hrs EAT**.

Bidders are requested to keep all questions concise. UNHCR will reply to the received questions as soon as possible using the messaging functionality in this ERP portal and/or by attaching the list of Questions and Answers to this RFQ in the Cloud ERP portal.

IMPORTANT:

Please note that Bid Submissions are not to be sent to the e-mail addresses above. Failure to comply with this provision may result in disqualification.

7. PRE-BID CONFERENCE:

UNHCR will organize a supplier pre-bid conference via Microsoft Teams on **24th July 2025** at 11:00 AM EAT. Please submit the email address to use for the Microsoft Teams meeting invite to sommosup@unhcr.org with a subject: Pre-bid meeting email contact – RFQ/SOM/GLK/2025/014 (Negotiation number: 1499). Participation to the pre-tender conference shall be at the bidder's own expense.

Participation to the pre-bid conference is strongly recommended given the complexity of the requirements. However, after the supplier conference, Questions & Answers document will be prepared, shared via the messaging functionality, added to the list of attached documents in this Cloud ERP portal.

Your quotation must be valid as least for (60) days. The standard payment terms of UNHCR is net 45 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

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

Richard Musaki
Supply Officer pp
UNHCR Representation Office for Somalia

