



UNHCR

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

DATE: 21/11/2017

REQUEST FOR QUOTATION: No. RFQ/GRC/CHI/2017-010
Provision of Hotel Accommodation Services for Persons of Concern in Chios

QUOTATION TO BE RECEIVED BY: Sunday 26th November 2017 at 17:00 hrs local Greek time

The United Nations High Commissioner for Refugees (UNHCR), Office in Chios, requests your price quotation for the Hotel Accommodation Services for Persons of Concern in Chios as specified in this Request for Quotation (RFQ).

1. Requirements

- Description: Hotel Accommodation Services for Persons of Concern in Chios
- Type of deliverables and quantities: As per Terms of Reference (Annex A)
- Licensed Capacity of minimum 15 beds

The requirement of UNHCR is for hospitality entities (hotels, hostels, bed and breakfasts and others) with licensed capacity by the National Greek Tourist Organization or other respective authority, of at least 15 beds for the island of Chios and related services as detailed in **Annex A**.

The successful bidders will be requested to maintain their quote price model for the duration of the contract (4 months).

UNHCR is not obliged to award a contract for the requested services. UNHCR reserves the right to accept the whole or part of your bid. Splitting the contract between Suppliers is also allowed. Supplier will be paid upon successful delivery of services according to the offer and invoices provided after the services verified by UNHCR.

Find attached in **Annex A** additional information about the services required.

Please include the following price information in your quote (VAT to be indicated separately):

- Currency **EUR**,
- Total Cost for services (all inclusive),
- VAT to be indicated separately.

Payment shall be made on submission of an Invoice. Payment shall be made within 30 working days from day of receipt of Invoice.

2. Technical and Financial Offer

2.1 Content of the Technical Offer

- a. Description of the company and the company's qualifications,
- b. Stamp/Operation license from EOT (Greek tourist organization). A copy of your license needs to be submitted in your technical offer,
- c. Verification of NGTO (National Greek Tourist Organization) mentioning that your license is still valid and has not been revoked,
- d. Verification of registration to Hellenic chamber of hotels for being an active member,

- e. Declaration of Acceptance of the party holding the ownership of the facility to the company holding the operating right, that they have no objection to offer board and accommodation services for Persons of Concern to UNHCR,
- f. Please find attached in [ANNEX C] the UNHCR's General Conditions of Contracts for the Provision of Services. **Your technical offer should contain your acknowledgement of the UNHCR General Conditions for Provision of Goods by declaring that you accept Annex C,**
- g. UNHCR Vendor Registration Form: Please complete, sign and submit with your technical proposal the UNHCR Vendor Registration Form (Annex D). **If your company is already registered with UNHCR, please submit an empty Vendor Registration Form clearly indicating your UNHCR Vendor ID.**

2.2 Content of the FINANCIAL OFFER

The financial form (Annex B) should be completed with unit cost (all inclusive). Bids that have a different price structure may not be accepted.

Your Financial Offer must contain an overall offer in euro.

- The financial offer must cover all the services to be provided (price "all inclusive").
- UNHCR is exempt from all direct taxes and customs duties. With this regards, price has to be given without VAT.
- The cost of preparing a bid, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

2.3 Technical and Financial evaluation

For the award of this project, UNHCR has established evaluation criteria which govern the selection among offers received. Evaluation is made on a technical and financial basis.

The technical part will be evaluated based on the evaluation criteria (**PASS** or **FAIL**) mentioned above under point 2.1, based on the requirements of **Annex A**.

Technical Evaluation criteria:

- Your ability to deliver as requested in the **Annex A**.
- Validated documentation of Professional license, the bidder shall provide documentation of professional license.

UNHCR will draw up a short list of offers from the submissions received and will conduct company visits as a part of the Technical evaluation.

Only **Financial** offers for the Bidders that have passed the Technical evaluation will be considered.

3. Supplier Registration

The qualified supplier(s) will be added to the Vendor Database after investigation of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- I. Financial standing. Document attesting commercial capacities and sound management (Last 3 years audit report and audited financial statement);
- II. Track record;
- III. Contract capacity.
- IV. Statute of the Company; Year founded; Status of the Company. Printout of the respective activities in TaxisNet

- V. Company's Bank account in Greece [1st page], Bank details of the bank account stated in the Vendor Form. Document proving that the account is the one related to your company
- VI. Tax clearance
- VII. Insurance clearance
- VIII. Tax Registration, Declaration to Tax authorities, for the founding of your business.
- IX. Valid Representation of company. Documentation proving the person/persons which hold the right to bind the company in entering to a commercial contract with their signature.

4. RFQ Submission

We would appreciate receiving your quotation by **26 November 2017 – 17:00 hrs Local Greek Time** in PDF format in Greek or English language via e-mail to Maria Fikari FIKARI@unhcr.org and Giorgos Saragas SARAGAS@unhcr.org, and cc also Jolie Butamina butamina@unhcr.org.

Please indicate in the e-mail subject field:

- **RFQ/GRC/CHI/2017-010**
- Name of Company
- Number of e-mails that are sent (example: 1/2, 2/2)

Your offer should be in two (2) parts:

1. Technical offer. To be submitted by the Bidder signed,
2. Financial offer. To be submitted using the attached Financial Offer Form provided, signed by the Bidder.

Both offers should be submitted **as separate** documents in pdf files.

It is your responsibility to verify that all e-mails have been received properly before the deadline. 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.

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

You are kindly asked to hold your quotation valid as least for 90 days. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of services.

Please find attached:

Annex A: Terms of Reference and requirements

Annex B: Financial Offer Form

Annex C: UNHCR's General Conditions of Contracts for the Provision of Services – 2010

Annex D: Vendor Registration Form (for suppliers who have not yet registered with UNHCR)

Please prepare your offer in response to **Annexes**.

Thank you for your kind attention.

Laetitia Umunyana
Supply Officer
UNHCR Greece

