



UNHCR

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

DATE: 17 May 2023

REQUEST FOR QUOTATION: No. RFQ/2023/015

FOR THE SUPPLY AND DELIVERY OF WINDOWS SERVER 2022 STANDARD - 16 CORE LICENSE

QUOTATION TO BE RECEIVED BY: 23 MAY 2023, 16:00 HRS (LEBANON LOCAL TIME)

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on 14 December 1950 by the United Nations General Assembly¹, requests your price quotation for the supply and delivery of WINDOWS SERVER 2022 STANDARD - 16 CORE LICENSE at UNHCR office in Beirut.

1. REQUIREMENTS

Description: Windows Server 2022 Standard - 16 Core License

Item	Quantity
Genuine Windows Server 2022 Standard - 16 Core License	16

2. BIDDING INFORMATION:

The following annexes form an integral part of this request for quotation:

Annex A: Financial Offer Form

Annex B: UNHCR Vendor Registration Form

Annex C: UN Supplier Code of Conduct - December 2017;

Annex D: UNHCR General Conditions of Contracts for the Provision of Goods and services - July 2018

Annex E: Confirmation on Vendors' Non-Sanctions Lists.

3. BID EVALUATION:

All bids will be evaluated based on compliance with the established UNHCR Requirements and price.

Pass / Fail criteria:

1. Company must be registered with the Government of Lebanon (GoL);
2. Company should have at least three (3) years of experience in providing similar goods.
3. Company must fill, sign, stamp and submit the Vendor Registration Form (**Annex B**) in case they are not registered in UNHCR vendor database.

¹ For further information on UNHCR, please see <https://www.unhcr.org/lb/>



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4. Company must sign, stamp and submit UNHCR's General Conditions for the provision of Goods (**Annex D**) and UN Supplier Code of Conduct (**Annex C**);
5. Company must fill, sign, stamp and submit Non-Sanction Clearance Form (**Annex E**);
6. The supplier must submit the VAT registration certificate.
7. Delivery of goods within 1 week after purchase order.

4. RFQ Submission

We would appreciate receiving your quotation on or before **23 MAY 2023, 16:00 Hrs (Lebanon local time)** by e-mail in duly signed and stamped PDF format to halawig@unhcr.org with copying elahmady@unhcr.org

Failure to submit all of the above by the closing date **23 MAY 2023, 16:00 hrs (Lebanon local time) or earlier**, may result in disqualifying your offer.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **10 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/2023/015
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

All bids must be received latest by 23 MAY 2023, 16:00 Hrs (Lebanon local time) or earlier.

Your quotation must be valid as least for **60 days**. The standard payment term of UNHCR is within 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

BID ACCEPTANCE: UNHCR reserves the right to accept the whole or part of your bid.

Please find attached in ANNEX F the UNHCR's General Conditions of Contracts for the Provision of Goods - July 2018. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Gerard Moya
Senior Supply Officer
UNHCR Office Beirut, Lebanon