

DATE: 26 OCTOBER 2026

REQUEST FOR QUOTATION REF. NO.: UNHCR RFQ - 3822

FOR THE SUPPLY OF ELECTRICAL ITEM SUPPLY AND INSTALLATION IN CAMP 16

QUOTATION TO BE RECEIVED BY: 3 NOVEMBER 2026 15.00 BST

1. INTRODUCTION TO UNHCR

1.1. UNHCR, the United Nations (UN) Refugee Agency, is a global organisation dedicated to saving lives, protecting rights and building a better future for people forced to flee their homes because of conflict and persecution. We lead international action to protect refugees, forcibly displaced communities and stateless people. We deliver life-saving assistance, help safeguard fundamental human rights and develop solutions that ensure people have a safe place called home where they can build a better future. We also work to ensure that stateless people are granted a nationality. We work in over 130 countries, using our expertise to protect and care for millions.

2. OVERVIEW AND REQUIREMENTS OF REQUEST FOR QUOTATION

2.1. The purpose of this Request for Quotation (RFQ) from the Office of the United Nations High Commissioner for Refugees (UNHCR) is to invite qualified suppliers to submit a quotation (hereafter also referred to as offer) for UNHCR Cox's Bazar Sub office, for the establishment of a one off contract for the supply and delivery and installation of Electrical Item at Camp 16, as fully detailed in the attached Annex A of this document.

- Annex A BOQ
- Annex B Technical Offer form
- Annex C Financial Offer form
- Annex D Drawing
- Annex E General Terms and Condition for Goods & Services
- Annex F UN Supplier Code of Conduct
- Annex G Supplier Portal Manual

2.2. Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase the above quantity. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders.

2.3. This RFQ is an invitation to submit offers to UNHCR and is not intended and shall not be construed in any way as an offer to contract with your firm or as giving rise to any binding commitments on the part of UNHCR, whether expressed or implied. No binding Contract or other understanding or arrangement, whether expressed or implied, will exist between the bidder and UNHCR and nothing in, or in connection with this RFQ shall give rise to any liability on the part of UNHCR until a Contract is signed by UNHCR and the successful bidder.

2.4. UNHCR reserves the right to accept the whole or part of your offer, or to allow split or partial awards and to cancel this informal solicitation at any stage of the procurement process prior to final notice of award of a Contract.

2.5. UNHCR is exempt from all direct taxes and customs duties. For this RFQ, the price must be given without VAT/or segregating the VAT cost.

- Currency: BDT

3. ACKNOWLEDGMENT

3.1. Please confirm your participation in the selected negotiation process for BGD-UNHCR-ITB-1614. We would appreciate you to Accept the Terms and Acknowledge Participation by using the **"Acknowledge Participation"** functionality available in the Cloud ERP Supplier Portal. For detailed guidance, kindly refer to pages 41 to 50 of **Annex – G**.

It's very important to subscribe to an ongoing negotiation that you wish to participate in as this is the only way to receive automatic email notifications with information on any changes related to this negotiation.

IMPORTANT:

Failure to confirm the above Acknowledge Participation may result in disqualification of your offer from further evaluation.

4. RFQ SUBMISSION

4.1. The quotation shall be submitted to on or **3 NOVEMBER 2026 15.00 BST** Through Cloud ERP.

4.2. 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 attach more than one attachment in the negotiation designated attachment sections.

4.3. Please carefully read the step-by-step procedures for submission of your offer from **Annex G**, page 41 – 62.

Bids should be submitted 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.

The bids submission deadline is specified in the Overview section. **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. The extension of the deadline may accompany a modification of the requirements prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

It is the supplier's responsibility to verify that documents and correspondence have been submitted properly before the deadline. Please be aware that the system requirements employed by UNHCR limit the size of attachments to a **maximum of 20 Mb** in each required field, as specified in the Requirements Section.

UNHCR will not be responsible for locating or securing any information that is not identified in the proposal. Accordingly, to ensure that sufficient information is available, the bidder

shall furnish, as part of the proposal, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

IMPORTANT: Please **DO NOT** submit technical and financial offers in the same section. Failure to comply will result in disqualification.

All Technical and Financial documents must be submitted separately in their respective, clearly designated sections in C-ERP system.

BID SUBMISSION DEADLINE: 3 NOVEMBER 2026 – 15:00 HOURS BST

Late Submission of Bids: The ERP Portal will deny access to suppliers who attempt to submit their bids after the stated deadline.

Challenges in submission: Bidders having any challenges in submitting their proposals should request assistance by sending an email to bgdcosup@unhcr.org , at least 4 working days before the tender closing date. Bidders are encouraged to submit their proposals in good time to allow for any technical issues to be resolved.

Important Dates to Note for Bid Submission:

Tender available to vendors	26 OCTOBER 2026
Last day for Queries	29/10/2026, 12.00 BST
Closing date for submission of bids	3/11/2026, 15:00 BST

4.4. Your quotation must be valid for at least for **180** (one hundred eighty) days from the deadline for submission. UNHCR will make its best effort to select a company within this period.

4.5. Please find attached **ANNEX E** in the **UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services**, which have to be acknowledged by submitting a signed copy together with your offer.

5. TECHNICAL EVALUATION

The technical component of the submission will be evaluated using the criteria pass or fail.

SL no:	Prequalification Criteria	Merit (Pass/Fail)
1	Availability of valid commercial trade licenses From July 2023 until June 2026 as per below: July 2023 - June 2024, July 2024 - June 2025 And July 2025 - June 2026.	PASS/FAIL
2	Certificate of Tax Identification Number (TIN)	PASS/FAIL
3	Certificate of Business Identification Number (BIN)	PASS/FAIL
4	Bidders must have a minimum of three (3) years of experience in the electrical item supply and installation business. To	PASS/FAIL

	demonstrate this experience, bidders are required to submit at least three (3) Purchase Orders (POs) issued between 2022 and 2025 by private sector entities, government agencies, UN agencies, NGOs, or INGOs. Each submitted PO must have an average minimum value of BDT 600,000 for electrical supply and installation services. (Type of PO that will be accepted: 1. PO's with construction works which includes Electrical supply and installation should be submitted with BOQ or project description. 2. Both Electrical supply and installation work related PO).	
5	General Conditions of Contracts Annex E Please note that the General Conditions of Contracts will be strictly adhered for the purpose of any future contract. Do you accept the UNHCR General Conditions of Contracts for the provision of Goods / Goods and Services	Pass if "Accept"/ Fail if not Accepted
6	Acknowledgment of UN Supplier Code of Conduct Annex F: Do you Accept All terms of UN Supplier Code of Conduct attached under this requirement?	Pass if "Accept"/ Fail if not Accepted
SL no:	TECHNICAL EVALUATION CRITERIA	Merit (Pass/Fail)
1	Technical Offer Form: Please fill in the attached Annex B- Technical offer form and attach a copy under this requirement	PASS/FAIL
2	Minimum Warranty offered for the offered item?	PASS/FAIL
3	Is Specification sheet/Brochure/Catalogue/Data sheet /Test certificate Availability Confirmed?	PASS/FAIL
4	Adequate licensing - The bidder must be holding the valid ABC license (the contractor license) issued by the Office of the Chief Electrical Inspector (OCEI) to meet the minimum electrical safety requirements in Bangladesh.	PASS/FAIL
5	Supervisor/Engineer - At least 1 person holding BC license issued by the Office of then Chief Electrical Inspector (OCEI). (Valid license copy must be submitted)	PASS/FAIL
6	Technician/ Skilled technician (B/ C license issued by the Office of the Chief Electrical	PASS/FAIL

	Inspector (OCEI). (Valid license copy must be submitted) – must be having minimum 1 person in the team. (Valid license ncopy must be submitted)	
7	Semi-Skilled Electricians (minimum 1 person of having Vocational training certificate holder) (Certificate copy must be submitted)	PASS/FAIL
8	Gantt Chart submitted, outlining the complete installation. This schedule is demonstrating the ability to complete all installation tasks in not more than 25 calendar days (Yes/ No)	PASS/FAIL

6. CURRENCY, PAYMENT TERMS AND GENERAL CONDITIONS OF CONTRACTS

5.1. Any Purchase Order issued as a result of this RFQ will be made in the currency of the winning offer. Payment of invoices will be made in accordance with the General Conditions of Contract and in the currency in which the Purchase Order is issued.

5.2. UNHCR's standard payment terms are by bank transfer, net 30 (thirty) days after satisfactory implementation and receipt of documents in order. Payments shall only be processed after confirmation by UNHCR business owner of successful completion of the project, or of delivery by UNHCR business owner, and after acceptance of contractor's invoice.

5.3. Please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions of Contracts **Annex E** which will be strictly adhered to for the purpose of any future Contract awarded.

5.4. The bidders are required to maintain the quoted prices for 180 days. Unless this RFQ is cancelled, UNHCR will award the PO to the bidder who provided the lowest priced technically compliant offer.

Thank you for your kind attention.

Signature



Digitally signed
by Ibrahim
Mansaray
Date: 2026.10.26
11:47:28 +06'00'

Name: Robina Kolok, Title: Senior Supply Officer
Supply Unit
UNHCR Cox's Bazar Sub-Office