



**UNHCR**

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

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DATE: 06/07/2021

REQUEST FOR INFORMATION: No. RFI/HCR/ROK/2021/001

FOR THE SUPPLY AND DELIVERY OF PVC TWIN WALL FOR ALTERNATIVE  
SHELTER SOLUTION

CLOSING DATE AND TIME: 13<sup>th</sup> JULY 2021 - 23:59 HRS

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The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly<sup>1</sup>, intends to prequalify suppliers for the supply of the following **PVC TWIN WALL FOR ALTERNATIVE SHELTER SOLUTION**.

This is an invitation for suppliers to Provide information in supplying the above-mentioned **Goods**. Suppliers interested in participating in the planned solicitation process shall find herewith the necessary requirements for registration with UNHCR, [For provision of PVC TWIN WALL] and qualification information.

UNHCR invites all interested suppliers to carefully follow the instructions described below.

**1. REQUIREMENTS**

**SUPPLY AND DELIVERY OF PVC TWIN WALL FOR ALTERNATIVE SHELTER SOLUTION**

**2. INSTRUCTIONS:**

**2.1 SUPPLIERS REGISTRATION**

**For Registered Suppliers:** If your company has already been registered with UNHCR during the last three years, you may ignore this part. You must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with your application are up to date.

**For Suppliers not Registered:** Supplier not yet registered with UNHCR should apply for registration. Please use the UNHCR Vendor Registration Form (ANNEX B) which should be completed and returned to UNHCR with the supporting documents as indicated in Section 3 below.

To be considered, your application must meet the following minimum requirements:

1. The products and/or services your company offers are of interest to UNHCR programmes.
2. Your company has export experience.
3. Your company has a minimum of three (3) years' experience in the present field of business.
4. Your company accepts the UNHCR General Conditions of Contract for the Provision of [Goods and Services - Jul 2018] and Payment Terms. See ANNEX C.
5. The UNHCR Vendor Registration Form is duly and fully completed and signed.

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

6. The required documents are attached (company registration certificate, financial statements, detailed list of products/services, quality assurance certificates, and any other important documents related to your company).

Applications which do not meet the above indicated minimum requirements will not be retained nor acknowledged.

Please note that registration will take place with the suppliers whose [products or services] are of interest to UNHCR.

**IMPORTANT:**

Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

## 2.2 QUALIFICATION PROCESS

Interested suppliers should send the below listed qualification documents and information as indicated in section 3:

1. Profile of the company
2. Detailed information on **PVC TWIN WALL** required
3. Major clients and relevant supply experience
4. Quality test certificate
5. Previous experience in the export of goods or delivery of services
6. Product delivery lead time
7. Previous experience with the UN (if any)

[UNHCR will request for sample for the purpose of conformity to the specification].

**Prices are required at this stage.**

The cost of responding to this **RFI** is to be entirely born by the suppliers, whether they will be prequalified or not and whether they will be invited or not to participate in further bidding procedures.

**IMPORTANT:**

Only suppliers meeting UNHCR registration criteria and whose **products** have been approved by UNHCR will be invited to participate in the formal bidding process.

## 3. RFI SUBMISSION:

Interested suppliers should send the required **qualification documents**, including the registration documents for suppliers not yet registered, in PDF format no later than **13 JULY 2021 23:59 hrs by e-mail<sup>2</sup> ONLY to: [\[sudkh-su@unhcr.org\]](mailto:sudkh-su@unhcr.org)**

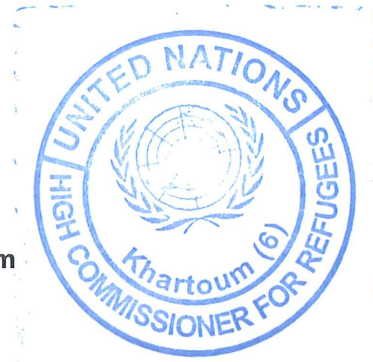
Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **[8] Mb**.

Please indicate in the e-mail subject field:

- RFI/HCR/ROK/2021/001
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2).
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## Annex A

### Technical Specifications of PVC TWIN WALL

Width(Effective):	1010mm
Sectional Height:	42mm
Standard Length:	5.8m & 11.8m
Thickness:	12mm
Purlin Distance:	1.2m
Weight:	±6.0Kg/m <sup>2</sup>
Basic Material:	PVC with UV Protection Embedded
Standard Colors:	Blue, White, Gray, Green & Red
Types:	Opaque & Semi-Transparent Sheets

