



UNHCR

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

DATE: 19 JULY 2024

REQUEST FOR QUOTATION: No. RFQ/AZE/027/2024

FOR THE SUPPLY OF MEDICINES AND PHARMACEUTICAL SERVICES

QUOTATION TO BE RECEIVED BY: 19 AUGUST 2024 COB

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR) 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.

In more than six decades, the agency has helped tens of millions of people restart their lives. Today, the staff of some 20,000 people in more than 135 countries continues to help about 80 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

To establish responsibility in maintaining patient safety and to provide medical support to Persons of Concern (PoC), UNHCR is looking for a pharmacy for timely medicines provision for patients in need.

1. REQUIREMENTS

Detailed description of services and list of medicines required are specified in the following documents:

- Annex A "Terms of Reference" with the description of services
- Annex B "Primary Healthcare Medicines List"

Please include the following price information in your quote (without VAT):

For Services:

- Currency: AZN
- Monthly fees for the services in Annex A
- Additional fees, if any (please specify)
- Total Cost for services (all inclusive)

For Medicines:

- Currency: AZN
- Unit Cost of medicines in Annex B
- Additional charge, if any (please specify)

Please note that UNHCR has tax and duty exemption status.

Please use Annex B “Primary Healthcare Medicines” list document to provide your financial offer.

2. Requests for clarification

For the purpose of closer familiarization with the requirements and the selection process, UNHCR would like to organize an information session related to addressing questions about TOR, bid submission and implementation modalities. Interested bidders should register their interest and list their questions by sending email to azebabid@unhcr.org and talibova@unhcr.org with a subject line: “RFQ/AZE/027/2024 Info session” by **26 July 2024**. In the e-mail please indicate the full name, position and email address of your representative who would like to participate in the information session.

Info session will take place online through MS TEAMS platform. Exact date and time will be communicated to the interested parties in advance.

3. RFQ Submission

We would appreciate receiving your quotation on or before **19 August 2024 – 23:59 hrs. CET** by e-mail in PDF and Excel (Annex B) format to talibova@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** 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/AZE/027/2024 “NAME OF YOUR COMPANY”**

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

UNHCR may award Frame Agreement(s) with the initial duration of 2 (two) years potentially extendable for a further period of one (1) year.

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

You are also requested to submit a copy of Licence from Ministry of Health / Certificate from Ministry of Economic Development; ISO certification.

Thank you for your kind attention.



Reyhan Talibova, Supply Associate
UNHCR Baku