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**DATE: 7 February 2019**

**REQUEST FOR EXPRESSION OF INTEREST: No. EOI/HCR/RSC/18/001**

**SUPPLY OF TYRES AND TUBES UNDER FRAME AGREEMENT**

**CLOSING DATE AND TIME: 20 February 2018 – 15H00 (LOCAL NAIROBI TIME)**

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The Office of the United Nations High Commissioner for Refugees (UNHCR), Regional Service Centre (RSC), based in Nairobi, Kenya, would like to prequalify suppliers for the supply of tyres and tubes for the region. The RSC provides operational support to 13 UNHCR country operations within the East and Horn of Africa and Great Lakes region.

This is an invitation for suppliers to express interest in providing the above mentioned goods. Suppliers interested in participating in the planned solicitation process shall find herewith the instructions for submissions of interest.

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

## **1. REQUIREMENTS**

UNHCR Regional Service Centre in Nairobi is in search for vendors supplying Tyres and Tubes. The tyres and tubes are for various vehicles under the operation of UNHCR regional offices which include Toyota Land cruiser Hard Tops, Prado, Coaster Bus; Mercedes Benz MB1017, Actros trucks; Iveco 380, Trakker trucks; Scania; Volvo trucks and Nissan Patrols GL 4800 station wagon vehicles etc. See **Annex A** for a more detailed list of tyre size requirement for each vehicle type in operation.

Pre-condition that must be met by bidder:

Company must have been in business for more than 3 consecutive years.

**Note:** this document is not construed in any way as an offer to contract with your firm.

## **2. INSTRUCTIONS:**

### **2.1 Your application must contain the following documentation:**

- Company profile summary;
- Annex A, list of requested Goods, should be filled out indicating which type of tyre your company provides;
- The UNHCR Vendor Registration Form (Annex C) is duly and fully completed, and signed;
- The required supporting documents are attached (company Certificate of Incorporation, latest financial statements, external audit reports, Dun and Bradstreet (D&B) report (if available), quality assurance certificates, and any other important documents related to your company).
- A declaration that the company has not been and is not subject to judgement for fraud, corruption or any other legal activity;
- Major clients and relevant supply experience;

- Product delivery lead time;
- Previous experience with the UN (if any)

**Prices are not required at this stage.**

## 2.2 The UN Global Compact

The UN Global Compact is a call to companies to align strategies and operations with universal principles on human rights, labour, environment and anti-corruption, and take actions that advance societal goals.

UNHCR encourages bidders to sign up to this initiative at: <http://www.unglobalcompact.org>

## 3. EOI SUBMISSION:

Interested suppliers should send the required documents no later than **20 February 2018 – 15H00 (LOCAL NAIROBI TIME)** [KENRHSMS@unhcr.org](mailto:KENRHSMS@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 **5 Mb**.

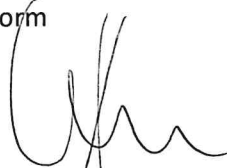
Please indicate in the e-mail subject field:

- EOI/HCR/RSC/18/001
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2).

## 4. EOI/HCR/RSC/18/001 DOCUMENTS

The following annexes form integral part of this Expression of Interest:

- Annex A: List of Tyres by vehicle type and size;  
Annex B: UNHCR General Conditions of Contracts for the Provision of Goods & Services – *January 2010*  
Annex C: UNHCR Vendor Registration Form



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