



REQUEST FOR PROPOSAL

ID CARD PRINTERS, CONSUMABLES AND MAINTENANCE SERVICES

Ref no: **UNHCR RFP 3194**

1. RFP DOCUMENTS:

Annex A: Terms of Reference (TORs)
 Annex B: Technical Offer Form and Technical Evaluation Criteria Guidance
 Annex C: Financial Offer Form
 Annex D: UN Supplier Code of Conduct
 Annex E: UNHCR General Conditions of Contract
 Annex F: UNHCR Vendor Registration Form for Commercial Suppliers

2. RFP KEY DATES:

Proposed Timeline:

RFP Issue Date:	As specified in Cloud ERP
Questions submission deadline:	27 July 2026 12:00 Hrs CEST
RFP Submission deadline:	24 August 2026 12:00 Hrs CEST

IMPORTANT:

If you are interested in submitting a bid in response to this RFP, please log in to the UNHCR Supplier Portal, then search for the negotiation using the reference number UNHCR RFP 3194 (see [User Guide](#) slide 39) and prepare your bid in accordance with the requirements and procedures as set out in this ITB and submit it by the deadline for submission of bids set out in this document and via the supplier portal.

In case you have never registered before, you can register a profile using this registration link [Supplier Registration \(oraclecloud.com\)](#) and follow the instruction in guides available in the UNHCR website: [How to become a supplier | UNHCR](#) and in the [User Guide](#). Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember your password or username from previous registration (see [User Guide](#) slide 36).

Should you require further clarifications, kindly communicate using the messaging functionality in the system.

If you experience issues accessing the Cloud ERP, please contact GSS Supply Master Data Management hqvmdm@unhcr.org with Omkar Sivakumar sivakuma@unhcr.org and Simona Paola Mosconi mosconi@unhcr.org in copy.