



**UNHCR**

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

# Urgent request

**DATE: 22/01/2021**

**REQUEST FOR QUOTATION: 2021 RFQ.N0.0002 NGAOG - OGJ-LIL**

**FOR SUPPLY OF SANITIZERS**

**CLOSING DATE AND TIME: 05/02/2021 – 15:00 Hrs**

### **IMPORTANT NOTICE ON ETHICAL CONDUCT**

**Under no circumstances should a vendor pay UNHCR or a UNHCR Staff Member for the submission of a quotation, bid or proposal or for the fulfilment of a contract. This include non-cash gifts or favors to Staff Members. Be aware that if such payment or non-gifts or favors are made, it would result in the immediate termination of the vendor agreement or contract and the vendor would be disqualified from further Request for Quotations/Invitations to Bid/Request for Proposals with UNHCR.**

**You are advised to read and understand the UN Supplier' Code of Conduct specifically its articles 18 to 21 on Ethical Conduct.**

### **INTRODUCTION TO UNHCR**

The Office of the United Nations High Commissioner for Refugees 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.

UNHCR Sub Office Ogoja, in Cross River State, invites qualified suppliers' providers to make a firm offer for production and delivery of the following service and materials specified in this Request for Quotation (RFQ).

**Please note that UNHCR has tax and duty exemption status.**

The following Annexes form integral part of this RFQ:

- Annex A: Financial offer form
- Annex B: Vendor Registration Form (For suppliers who have never worked with UNHCR before)
- Annex C: UNHCR General Conditions of Contracts for provisional of Goods
- Annex D: UN' Suppliers Code of Conduct

## 1. REQUIREMENTS

Below are the requirements:

S/NO.	ITEM DESCRIPTION	UNIT	QTY
1.	PURREL INSTANT REFILL SANITIZER 1.2L	Carton	15
2.	HAND SANITIZER 250ML	Carton	10
3.	CLINELL UNIVERSAL SURFACE ANTIBACTERIAL WIPES (100 WIPES PER PACK)	Carton	10

**Delivery Point:** UNHCR Sub Office Ogoja

**Delivery time** (After receipt of order): **5 days**

Please include the following price information in your quote:

- Currency: **NGN**
- Unit Cost: DAP UNHCR Sub Office Ogoja
- Quantities in each carton

## 2. SUBMISSION OF QUOTATION:

We would appreciate receiving your quotation by email to **only** the following email address: [nigogtender@unhcr.org](mailto:nigogtender@unhcr.org) on or before **05/02/2021 – 15:00 hrs.**

If you require any further clarification on this request please contact [oduv@unhcr.org](mailto:oduv@unhcr.org), [nnanna@unhcr.org](mailto:nnanna@unhcr.org), [edet@unhcr.org](mailto:edet@unhcr.org); and [konshi@unhcr.org](mailto:konshi@unhcr.org)

Please indicate in the e-mail subject field:

- **2021 RFQ.N0.0002 NGAOG - OGJ-LIL**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

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

## 3. BID ACCEPTANCE:

UNHCR reserves the right to accept the whole or part of your quotation.

UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Services.

UNHCR may, at its discretion, extend the deadline for the submission of quotation, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that UNHCR is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

#### **4. TERMS FOR PURCHASE ORDERS**

Any Purchase Order (PO) issued as a result of this RFQ will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions for the Purchase of Services and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

Please find attached ANNEX C the UNHCR's General Conditions of Contracts for the Provision of Goods and Services (2018 version) and the UN Suppliers' Code of Conduct. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Therese Konshi Nyime,  
Supply Officer,  
UNHCR Sub Office Ogoja.