

DATE: 22nd MARCH 2022
REQUEST FOR QUOTATION: No. RFQ/NIG/ABJ/SUP/13/2022
INSTALLATION OF 300KVA 11/0.415KVA TRANSFORMER
QUOTATION TO BE RECEIVED BY: 25th/03/2021

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

1. REQUIREMENTS

UNHCR Abuja office would appreciate receiving your firm offer for the Installation of 1 No 300kva 11/0.415KVA Transformer for its office at **Lagos @ No 13 Awolowo Road, Ikoyi Nigeria**. (See **Annex C**). Find attached in **Annex A** the Bid Submission Form, **Annex B** the Financial Offer Form and **Annex C** the Technical Specification form for more information about the goods or services required (specifications).

Please include the following price information in your quote (without VAT): Currency (NGN), Unit cost, Total Cost, Transport cost (if any). Please note that UNHCR has tax and duty exemption status.

2. QUOTATION SUBMISSION

We would appreciate receiving your quotation via mail sent to nigabsupply@unhcr.org alone (using the attached Bid Proposal Form) on or before **25th/03/2022 – 17:00 hrs** and address to as stated below,

<p>UNHCR Attn: Aminatou Camara- Senior Supply Officer 09 Udo Udoma Crescent Asokoro, Abuja (SUPPLY U)</p>

Your quotation must be valid as least for **90 days**. The standard payment terms of UNHCR are net **30 days** upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached in **Annex D** the UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services-2018. You must clearly indicate in your quotation if you accept them.

Annex E Vendor Registration form kindly fill and complete for new Vendor, **Annex F** United Nations Global Marketplace registration process guide UNGM, is the common procurement portal of the United Nations system of organization, you are encouraged to register your company at the portal.

Thank you for your kind attention.

Senior Supply Officer, Abuja
Aminatou Camara

ANNEX A

SPECIFICATIONS AND BID SUBMISSION FORM

To: The Representative, UNHCR Nigeria, Asokoro Abuja.

Dear Sir / Madam,

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver the requirements in conformity with the said bidding documents for the sum of [*total bid amount in words and figures*] as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods/services in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this Bid for a period of 90 days from the date fixed for opening of Bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any Bid you may receive.

Dated

.....
Signature

.....
[in the capacity of]

Duly authorized to sign the Bid for and on behalf of.....

ANNEX B: FINANCIAL OFFER FORM

1. The Price Schedule must provide a detailed cost breakdown for each item.
2. Estimated weight/volume of the consignment must be part of the documentation submitted.
3. All prices/rates quoted must be exclusive of all taxes, since the United Nations, including its subsidiary organs, is exempt from taxes.
4. The format shown on the following pages should be used in preparing the Price Schedule. The format uses a specific structure which may or may not be applicable but are indicated to serve as examples.
5. The Incoterm for this procurement is delivered-at-place (DAP): meaning the vendor agrees to pay all costs & bears the risks of moving the goods or items to the specific office of UNHCR. (Check the Technical specification annex for locations address).

BILL OF ENGINEERING MEASUREMENT AND MATERIAL EVALUATION FOR SERVICE & INSTALLATION OF 1 NO 300KVA 11/0.415KVA TRANSFORMER					
S/N	MATERIAL DESCRIPTION	QTY	UoM	RATE	AMOUNT
1	11kv channel Iron	14	Nos		
2	11kv gang Isolator	1	Set		
3	11kv lighting Arrester	1	Set		
4	11kv D-fuse	1	Set		
5	11kv Pot Insulator	6	Nos		
6	11kv disk Insulator	6	Nos		
7	Six bolt Clamp	6	Nos		
8	Socket Adaptor	6	Nos		
9	150 mm by 4 core	25	mtrs		
10	Line Top	6	Nos		
11	35mm x 1 core x LPE Cable	45	mtrs		
12	35mm Termination Kit	2	set		
13	70mm Cable Lug	40	Nos		
14	150mm Cable lug	8	Nos		
15	Earth Rod	10	Nos		
16	Earth wire (70mm)	60	mtrs		
17	Earth Soluble				
18	50mm jumper cable	8	mtrs		
19	Angle boot	1	Set		
20	300KVA/11kv/0.415 Transformer	1	Nos		
21	Aluminium Conductor	70	mtrs		

STATUTORY CHARGE					
22	APPROVAL				
23	EKEDC Charges				
24	Testing & Surveying				
25	NEMSA				
CIVIL WORKS					

26	DIGGING	4	Nos		
27	DRUM	4	Nos		
28	CEMENT	4	Nos		
29	LABOUR				
	Grand Total				

- Note: In case of discrepancy between unit price and total, the unit price shall prevail.

Date:

Signature and Stamp of Bidder

ANNEX C: TECHNICAL REQUIREMENT & SPECIFICATION

Find the scope of work for the request, the cost of services and installation of 1 No of 300kva 11/0.415KVA transformer with the associated installation. UNHCR has engaged a consultant who have carried out the required technical site survey on the site and determine the appropriate materials requirement and engineering evaluation on the job which are listed below.

1. Supply and installation of 300 KVA 11/.415 Transformer
2. Services and installation of the associate 11KVA XLPE cables (35MM)
3. Conduct all the necessary pre commissioning tests
4. Liaise with Eko distribution on all the installation and commissioning logistics
5. Liaise with Nigeria Electricity Management Services Agency (NEMSA)

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29	Labour		
	Grand Total		

ANNEX C: TECHNICAL REQUIREMENT

NB: Please note that for your quotation to be considered for financial evaluation you must pass all the technical requirement below, copies of the document should be sent as a single file in PDF format and title technical requirement document. Tender mailbox nigabsupply@unhcr.org attachment size is 15MB per mail.

S/N	MANDATORY TECHNICAL OFFER REQUIREMENT	SCORE
		Pass or fail
1	Corporate Affairs Commission (CAC) Certificate of incorporation submitted	
2	Tax clearance Certificate for last three years (2018, 2019 and 2020) Submitted	
3	Evidence of similar procurement contract POs, Contracts, award letters etc. for the Procurement & installation services of electrical transformers	
4	Acknowledgement of UNHCR General Conditions of Contract provided (Annex D)	
5	Acknowledgement of UN Supplier Code of Conduct provided (Annex F)	
6	Filled and signed Vendor Registration Form submitted (Annex E)	
7	Valid company business bank account (Annex E)	
8	Confirmation of project completion period after issuance of purchase order	

Date:

Signature and Stamp of Bidder