

DATE: 7th JUNE 2022

REQUEST FOR QUOTATION: No. RFQ/NIG/ABJ/SUP/23/2022

FOR THE PROVISION OF CATERING SERVICES TO PARTICIPANTS OF A ROAD WALK IN ABUJA ON THE 17th JUNE 2022 FOR THE COMMEMORATION OF WORLD REFUGEE DAY 2022.

QUOTATION TO BE RECEIVED BY: 9th June 2022 16:00 HRS

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹, requests your price quotation for the provision of packed lunch to participants of the one day road walk on the 17th June 2022 around the Federal Secretariat Abuja within CBD Abuja in preparation for the commemoration of the 2022 World Refugee Day as specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

UNHCR Abuja would appreciate receiving your firm offer for the provision of packed lunch to participants of the one-day road walk on the 17th June 2022 in preparation of the 2022 World Refugee Day celebration.

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 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 (using the attached Bid Proposal Form) on or before **09/06/2022 – 16: 00 hrs** and addressed to:

UNHCR Attn: Aminatou Camara- Senior Supply Officer 09 Udo Udoma Crescent Asokoro, Abuja (SUPPLY UNIT)
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Your quotation must be valid at least for **90 days**. The standard payment terms of UNHCR is 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 vendors , **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.

Aminatou Camara
Senior Supply Officer,
UNHCR Branch - office, Abuja

¹ For further information on UNHCR, please see <http://www.unhcr.org>

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 request is deliver-at-place (DAP) (Abuja Nigeria): meaning the vendor agrees to pay all costs & bears the risks of moving the goods or items to the location specified by UNHCR.

Kindly provide menu and financial offer of:

1- The provision of Lunch on:

- ✓ Day 1: 17 June, Time; 12 am – 3 pm one packed lunch each for all 500 Participants

2- Detailed Requirements:

No	Item	Quantity	Day	Unit Price	Total Price
1	Lunch with water (preferred meal menu- Rice and Protein)	500	1		
2	One Soda drink	500	1		
3	Packaging for Lunch, water and Soda Drink	500	1		
Total					

PLEASE NOTE:

- UNHCR is Exempt by the Nigerian Law from VAT (Value Added Tax) Charges
- In case of discrepancy between unit price and total, the unit price shall prevail.
- UNHCR requires you share your menu alongside your price offer, please provide understandable quotes
- You may use your company's format for your quotation, but kindly ensure it contains the above information with your letter head

Expected Deliverables, and Timeframe:

The awarded service provider is expected to provide the best catering service and expects:

- The vendor would prepare and pack lunch for the requested number of participants.
- The vendor to assign support staff to timely distribute meals to participants and collect remnants from site after the day's event.

NAME OF BIDDER/ COMPANY:

DATE: SIGNATURE AND STAMP: