

**DATE: 10.08.2022**

**URGENT REQUEST FOR QUOTATION (RFQ): No. RFQ HCR NIGOG 22 011**

**For Supply, Delivery, Installation and Commissioning of various Fabricated items and Accessories at Ukende, Adagom 1 & Adagom 3 refugee settlements located in Ogoja, Cross River State and Ikyogen Settlement, located in Adikpo, Benue State**

**CLOSING DATE AND TIME: 16 AUGUST 2022, 11:59 Hours (LOCAL TIME) OR EARLIER**

The Office of the United Nations High Commissioner for Refugees (UNHCR) Sub Office Ogoja invites qualified contractors to make firm offers for Supply, Delivery, Installation and Commissioning of various Fabricated items and Accessories at Ukende, Adagom 1 & Adagom 3 refugee settlements located in Ogoja, Cross River State and Ikyogen Settlement, located in Adikpo, Benue State hereinafter referred to as the "Services").

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

**1. REQUIREMENT:**

UNHCR Sub Office requires enhancement works to its registration sites in UNHCR Sub office, Ogoja within the shortest possible lead time.

**2. RFQ DOCUMENTS:**

The following annexes form integral part of this request for quotation:

Annex A: Terms of Reference:

Annex B: Technical Offer form - please fill-up, sign and submit.

Annex C: Financial Offer Form - please fill-up, sign and submit.

Annex D: UNHCR Vendor Registration Form - please read and acknowledge acceptance by signing on the Declaration of Eligibility (Annex F)

Annex E: UNHCR General Conditions of Contracts for the Provision of Goods and Services - please read and acknowledge acceptance by signing on the Declaration of Eligibility (Annex F)

Annex F: Declaration of Eligibility - please fill-up, sign and submit

Annex G: UN Supplier Code of Conduct - please read and acknowledge acceptance by signing on the Declaration of Eligibility (Annex F)

Annex H: ANNEX H : Submission Checklist

**3. SPECIFICATIONS:**

Attached are the Terms of Reference (Annex A), of the services requested by UNHCR.

**4. YOUR OFFER:**

Your offer shall comprise the following two sets of documents:

- Technical offer.
- Financial offer.

**4.1 TECHNICAL Offer:**



**UNHCR**

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

- Your company must attend the **mandatory site visit** to UNHCR office on 12/08.2022 at 10:00 hrs local time. The purpose of the site visit is to permit participating bidders to view and take dimensions, etc. of the proposed site of works. Please call 0901 066 0654 or 901 066 0653 to confirm participation.
- Bidders who do not attend the mandatory site visit risk their technical offers being excluded from the technical evaluation process
- We would appreciate receiving your quotation by email to the following email address: [nigogsupply@unhcr.org](mailto:nigogsupply@unhcr.org) on or before 16/08/2022.
- The company must be registered and licensed by the Government of Nigeria to provide such goods/services for 3 or more years.
- Duly completed, signed, stamped and dated vendor registration form unless you are already registered with UNHCR in which case you must state your vendor ID number Annex D.
- Acceptance of UNHCR general terms and conditions including payment which is within 30 days from the date of receipt of invoices following satisfactory delivery of goods/services by signing Annex D;

#### **4.2 FINANCIAL OFFER:**

The Financial Offer is to be submitted as per the Financial Offer Form (Annex B). Bids that have a different price structure may not be accepted.

The following details shall also be provided in the Offer (Annex B).

- **Delivery Lead-Time:** the bidder shall state the required total delivery lead time from date of receiving purchase order.
- **Liability defect period:** the bidder shall state the liability defect period from the completion and hand over date of works to UNHCR.
- **Work Plan / Schedule for proposed implementation with key milestones**

UNHCR is exempt from all direct taxes and customs duties. With this regard, price has to be given without VAT/Taxes

#### **5. RFQ SUBMISSION:**

Offers must be submitted as follows:

By e-mail in PDF format to [nigogsupply@unhcr.org](mailto:nigogsupply@unhcr.org). Please be aware that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of 5.0 Mb per message. If your offer exceeds the maximum size, offer should be sent by e-mail in batches as per instructions below.

Please indicate in the e-mail subject field:

- RFQ/HCR/NIGOG/011
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

**All bids must be received no later than: 16/08/2022, 11:59 hours (local time) or earlier.**

**LATE SUBMISSION OF BIDS:** Bids received after the deadline for submission of bids may not be considered for evaluation.



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**BID ACCEPTANCE:** UNHCR reserves the right to accept the whole or part of your bid. The lowest tender need not be accepted.

**BID VALIDITY:** You are requested to hold your offer valid for 40 days from the deadline for submission. UNHCR will make its best effort to select a firm within this period.

**PAYMENT:** Payment will be made within 30 days of receipt in UNHCR Office in Beirut of invoices following satisfactory delivery of goods or services. UNHCR does not undertake to pay by letters of credit or in advance of delivery.

Thank you for your kind attention.

David Okumali  
Supply Officer  
UNHCR Sub Office, Ogoja