

**DATE: 9th August 2022**  
**REQUEST FOR QUOTATION: No. RFQ/NIG/ABJ/SUP/33/2022.**  
**FOR THE PROVISION OF TRANSLATION SERVICE FOR UNHCR (REVISED)**  
**QUOTATION TO BE RECEIVED BY: 17th August 2022 10:00hrs**

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950 by the United Nations General Assembly with the mandate 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 as well as help stateless people.

In pursuant of its mandate, the Bureau office of the United Nations High Commissioner for Refugees situated in Abuja, Nigeria hereby request for your price quotation on the requirements specified in this Request for Quotation (RFQ).

**1. REQUIREMENTS**

UNHCR Abuja office would appreciate receiving your firm offer for the provision of translation service for UNHCR (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.

**NOTE:** To do business with UNHCR as a supplier, your company CAC status must be active in the corporate affairs commission of Nigeria. Kindly verify your company details by searching via the link <https://search.cac.gov.ng/list>

**2. QUOTATION SUBMISSION**

We would appreciate receiving your quotation via mail sent to [nigabsupply@unhcr.org](mailto:nigabsupply@unhcr.org) only (using the attached Bid Proposal Form) on or before **17/08/2022 – 10:00 hrs** and addressed to:

**UNHCR**  
**Attn: Aminatou Camara- Senior Supply Officer**  
**09 Udo Udoma Crescent Asokoro, Abuja**  
**(SUPPLY UNIT)**

Your quotation must be valid at 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, acknowledge the Gen. cond. and return to us a signed copy.

**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.

Aminatou Camara  
Senior Supply Officer  
UNHCR Branch - office, Abuja



**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 UNHCR Office. (Check the Technical specification annex for the address).

<b>S/N</b>	<b>ITEM DESCRIPTION</b>	<b>TOTAL QTY</b>	<b>UNIT PRICE NGN</b>	<b>TOTAL PRICE NGN</b>
1	Concept note for Regional Workshop (SOFT COPY IN FRENCH AND PORTUGUESE)	2		
2	Agenda for Regional Workshop (SOFT COPY IN FRENCH AND PORTUGUESE)	2		
3	The ECOWAS Standardized Emergency Management Systems document (SOFT COPY IN PORTUGUESE)	1		
4	The ECOWAS GCR Plan of Action (SOFT COPY IN FRENCH AND PORTUGUESE)	2		
5	UNHCR-ECOWAS Court MoU (SOFT COPY FRENCH AND PORTUGUESE)	2		
	<b>TOTAL</b>			

**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.
- You may use your company's format for your quotation, but kindly ensure it contains the above information with your letter head
- Please provide your quotations in a clear and understandable manner

- Vendors are to ensure the subject, or the title and reference No indicated on the RFQ (RFQ/NIG/ABJ/SUP/33/2022) is indicated on the subject bar in their response or feedback to [nigabsupply@unhcr.org](mailto:nigabsupply@unhcr.org)
- Concept note for Regional Workshop (SOFT COPY IN FRENCH AND PORTUGUESE) is to be submitted on **18 August 2022**
- Agenda for Regional Workshop (SOFT COPY IN FRENCH AND PORTUGUESE) is to be submitted on **18 August 2022**
- The other 3 soft copies can be submitted on **21 August 2022**
- Other Annexes attached should be perused and noted

NAME OF BIDDER/ COMPANY: .....

DATE: .....

SIGNATURE AND STAMP: .....

S/N	MANDATORY TECHNICAL OFFER REQUIREMENT	SCORE
		Pass / fail
1	Corporate Affairs Commission (CAC) Certificate of incorporation submitted	
2	Tax clearance Certificate for last three years (2019, 2020 and 2021) to be Submitted	
3	Acknowledgement of UNHCR General Conditions of Contract provided (Annex D)	
4	Acknowledgement of UN Supplier Code of Conduct provided (Annex F)	
5	Filled and signed Vendor Registration Form submitted (Annex E)	

Date:

Signature and Stamp of Bidder .....

### ANNEX C: TECHNICAL SPECIFICATION FORM



1. Workshop with  
ECOWAS Parliament (
- To be submitted 18/08/2022**



2. Draft  
Agenda\_Regional Wo
- To be submitted 18/08/2022**



3. ECOWAS  
Standardised Emergei
- To be submitted 21/08/2022**



4. ECOWAS ACTION  
PLAN ON THE GCR 20
- To be submitted 21/08/2022**



5. MoU ECOWAS  
CCJ-UNHCR 0607202
- To be submitted 21/08/2022**