

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés**DATE: 24 AUGUST 2022****REQUEST FOR QUOTATION: No. RFQ/SC/NIGMA/2022/031****SUPPLY AND DELIVERY OF FUEL-EFFICIENT STOVES FOR UNHCR SUB OFFICE,
MAIDUGURI –
QUOTATION TO BE RECEIVED BY: FRIDAY, 2 SEPTEMBER 2022 by 12:00 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 includes 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/Invitation to Bid/Request for Proposals with UNHCR. You are advised to read and understand the UN Supplier's Code of Conduct specifically its articles 18 to 21 on Ethical Conduct.

UNHCR Sub-Office Maiduguri would like to carry out Supply and delivery of Fuel Efficient Stoves at UNHCR Sub Office Maiduguri and would like to receive offers from duly registered companies who have experience in supplying fuel efficient stoves. The required item should be of good quality and as per the specification and quality given in Annex A. This request is of URGENT nature and needs to be delivered within **10 days' time**.

REQUIREMENTS**Fuel Efficient Stoves.**

Material: Mixture of Clay and sawdust, which is molded, baked, and finished with a metal cladding (mild steel of thickness greater than or equal to 0.5mm with heat resistant paint).

Quantity: 2,670pcs - As per attached Specifications in Annex A – Financial Offer Form

Delivery Point: UNHCR Maiduguri Warehouse, Wulari Junction, Near Deribe Hotel, Maiduguri, Borno State.

Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders.

Find attached in **ANNEX A** more information about the requirement for the items for UNHCR Sub Office, Maiduguri. Your offer shall be prepared in English. In case of error in the Total, the UNIT price will be considered for calculation.

Please submit your offer using the Annex provided. Offers not conforming to the requested formats may not be taken into consideration. Your offer should be exclusive of all direct taxes and duties. A vendor should provide the rates for the requirement in Annex A.

- Currency: NGN
- Unit Cost (OTH – Others):
- Discount (if any):
- Additional charge: (if any) please specify

- Total Cost for all goods in NGN:
- Delivery Period:
- Validity of the offer:
- Defects Liability/Warranty Period:
- Payment Terms:

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

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|-----------------|----------------------------------------------------------------------------------------------|
| <i>Annex A:</i> | <i>Financial Offer Form and Photos</i> |
| <i>Annex B:</i> | <i>Vendor Registration Form</i> |
| <i>Annex C:</i> | <i>UNHCR General Terms and Conditions for Purchase of Services/Goods (July 2018 version)</i> |
| <i>Annex D:</i> | <i>UNHCR Supplier's Code of Conduct</i> |
| <i>Annex E:</i> | <i>UNGM Registration</i> |

2. RFQ Submission

We would appreciate receiving your quotation **on or before Friday, 26 August 2022**, by **12:00 hrs.** The quotation must be accompanied with the below mentioned documents.

Those vendors whose company profile have already been submitted need not to submit again. However, the vendor(s) should provide their **FIRS certificates** and the mandatory documents as mentioned below with the quotation:

- Duly filled financial proposal form (Annex **A**) (**Mandatory**)
- Vendor Registration Form – If you are registered with UNHCR, please send the form with the name of the company and the company UNHCR Vendor ID
- Duly signed and stamped UNHCR General Terms and Conditions for Provision of Good (2018 version) or accepting on your letterhead the UNHCR General Terms and Conditions (**Mandatory**)
- Past working experience in Supplying Efficient stoves or related material (**Mandatory**)
- Company Registration Certificate (**Mandatory**)
- Tax Clearance Certificate (**Mandatory**)

We would appreciate receiving your quotation **on or before Friday, 2 September 2022**, by **12:00hrs.** Your offer/quotation must be sent by email in PDF format to nigmasupply@unhcr.org

Please know the e-mail policy employed by UNHCR limits the size of attachments to a maximum of 24 **Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

- RFQ: **RFQ/SC/NIGMA/2022/031**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

The document should be addressed to the attention of the:

SUPPLY MANAGEMENT UNIT,
UNHCR Sub Office in Maiduguri
Tangale Street, off Circular Road by Damboa Road
Maiduguri, Borno State of Nigeria


IMPORTANT: Quotations that are otherwise titled/ not bearing the above subject, contrarily addressed and/or copied or sent to other email addresses or individuals will be marked invalid and not considered for evaluation.

The standard payment of UNHCR is within **30** days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached in ANNEX C, the UNHCR's General Conditions of Contracts for the Provision of Good - 2018. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Laetitia Umonyana

Supply Officer 
UNHCR Sub Office Maiduguri