

DATE: 21/09/2022
REQUEST FOR QUOTATION: No. RFQ/NIG/ABJ/SUP/45/2022
REQUEST FOR QUOTATION FOR SUPPLY AND DELIVERY OF 10 POINT
OUTLET, 6 PORTS EXTENSION SOCKETS WITH SURGE PROTECTION
DAP AT UNHCR COUNTRY OFFICE ABUJA
QUOTATION TO BE RECEIVED BY: 25/09/2022 1700Hrs

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 Supply and Delivery of 10 Point Outlet, 6 Ports Extension Sockets 2500w with surge protection to be delivered at the UNHCR Country office, Abuja as specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

UNHCR Nigeria would appreciate receiving your firm offer for the Request for Quotation for the Supply and Delivery of 10 Point Outlet, 6 Ports Extension Sockets 2500w with surge protection to be delivered at the UNHCR Country office, Abuja: (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 (using the attached Bid Proposal Form) on or before **25/09/2022 – 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 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 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.

Item DESCRIPTION	QTY	UNIT PRICE (NGN)	TOTAL PRICE (NGN)
Supply and Delivery of 10 Point Outlet, 6 Ports Extension Sockets /1type C with surge protection capacity; to be delivered at the UNHCR Country office, Abuja	60		
Total			

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

Date:

Signature and Stamp of Bidder

ANNEX C

SPECIFICATION OF NEED

UNHCR Nigeria requires 60 pieces of 10 outlets socket 6 USB ports Extension Sockets 2500w with surge protection to be delivered at the UNHCR Country office, Abuja. Extension sockets are needed to connect registration equipment to power supply points while protecting powered equipment from electrical surge.

Kindly note performance and technical specifications:

1. 10 outlets socket 6 USB ports fast charger PD & QC3.0 and Heavy-Duty Power extensions 2500w with power surge protection
2. with Cord 2 to 3 meters,
3. heavy-duty power cord.
4. 30W 6-Port USB Charger Power Strip With 10 Outlets /5 USB / 1 PD USB-C Wall Charger Adapter Fast Charging.
5. Waterproof Switch, Fireproof Material,
6. Child Safety Door, Smart IC, Thickened Power Cord to Sufficient Hole Interval.
7. Fitted with a Non-Slip Mat that keeps it stable and safe from sliding or slipping.
8. Colour White / Black

Kindly note minimum acceptable specifications:

Required Quantity	60Pieces
Delivery time	Immediately
TERMS OF WARRANTY	
Warranty accepted	Minimum one (1) year
DELIVERY TERMS	
Applicable INCOTERMS:	DAP UNHCR Country Office, Abuja

