

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés**DATE: 12th DECEMBER 2022****REQUEST FOR QUOTATION: No. RFQ/SC/NIGMA/2022/046****SUPPLY AND DELIVERY OF FUEL (DIESEL AND GASOLINE) FOR UNHCR SUB-OFFICE/GUEST HOUSE/WAREHOUSE IN MAIDUGURI****QUOTATION TO BE RECEIVED BY: WEDNESDAY, 14th DECEMBER 2022 by 16:00 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 the Supply and Delivery of Fuel (Diesel and Gasoline) for UNHCR Sub-Office/Guest House/Warehouse in Maiduguri and would like to receive offers from duly registered companies who have experience in the supply of such products in Borno state.

REQUIREMENTS

Description	Monthly Requirement	Quarterly Requirement
Gasoline for AV Vehicles	611 Liters	1,833 Liters
Diesel for Vehicles	1,500 Liters	3,000 Liters
Diesel for Generators (guesthouse, Office, warehouse)	11,000 Liters	33,000 Liters

The fuel should be of good quality based on specification as indicated in Annex E. UNHCR will have to test the fuel before delivery and/ or fueling the UNHCR vehicles to ascertain the quality.

Delivery Point:

To	Addresses
1. Generators UNHCR Office	#6 Tangale Road, Off Damboa Road, Maiduguri
2. Generators UNHCR Guest House	Rabeh Road, off Circular Road, near Allaminu Dagesh Mosque, Maiduguri, Borno State, Nigeria
3. Generators UNHCR Warehouse	Near Deribe Hotel, Behind GT Bank, Wulari, Maiduguri, Borno State, Nigeria
4. UNHCR Vehicles	Vendor Fuel Station

Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders. Also, the quantities may be divided to many vendors depending on the urgency of the needs, price, and delivery period. Depending on the needs, the location can also be changed for which no additional amount will be charged to UNHCR in the delivery of those items.

Find attached in **ANNEX A** more information about the requirement for the Supply and Delivery of Fuel for Generators and Vehicles at UNHCR Sub-Office/Guest House/Warehouse in 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:

<i>Annex A:</i>	<i>Financial Offer Form</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 E1:</i>	<i>Specification of Diesel</i>
<i>Annex E2:</i>	<i>Specification of Gasoline</i>

2. RFQ Submission

We would appreciate receiving your quotation **on or before WEDNESDAY, 14 December 2022**, by **16:00 hrs**. The quotation must be accompanied with the below mentioned documents.

The vendor(s) should provide the mandatory documents as mentioned below with the quotation:

- Duly filled financial proposal form (Annex **A**) (**Mandatory**)
- 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**)

Your offer/quotation must be sent by email in PDF format to nigmasupply@unhcr.org

Or submitted in a sealed envelope to

UNHCR Office at Tangale Street, off Circular Road by Damboa Road Maiduguri, Borno State of Nigeria

If submitted through e-mail, UNHCR policy 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/2022/046**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

The document should be address 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

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

Thank you for your kind attention.

Laetitia Umunyana



Supply Officer
UNHCR Sub Office Maiduguri