

DATE: 24 JANUARY 2023
REQUEST FOR QUOTATION: No. RFQ/NIG/ABJ/SUP/06/2023
SUPPLY OF MULTIMEDIA PRODUCTION EQUIPMENT
QUOTATION TO BE RECEIVED BY: 27/01/2023 12:00Hrs

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 of multimedia production equipment as specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

UNHCR Abuja would appreciate receiving your firm offer for the supply of multimedia production equipment: (see **Annex B**)

Find attached in **Annex A**: The Bid Submission Form and **Annex B**: The Financial Offer Form for more information about the requirement (specifications).

Please include the following price information in your quote (without VAT): Currency (NGN), unit Cost, total cost for the supply of multimedia production equipment, transport cost (if any). Please note that UNHCR has tax and duty exemption status.

NOTE: To continuing doing business with UNHCR as a supplier your company status must not be inactive in the cooperate affairs commission of Nigeria. We have recommendations before we engaged any supplier, your company CAC status must be active in the cooperate affairs commission of Nigeria. Verify your company details by searching via this link <https://search.cac.gov.ng/list>

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 **27/01/2023 – 12:00 hrs.** and addressed to:

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

Your quotation must be valid 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. **Annex G** notes on avoiding bid rejection.

Thank you for your kind attention.

Aminatou Camara
Senior Supply Officer,
UNHCR Branch -office, Abuja

¹ For further information on UNHCR, please see <http://www.unhcr.org>

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

REQUEST FOR QUOTATION: No. RFQ/NIG/ABJ/SUP/06/2023 Supply of multimedia production equipment

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 UNHCR Representation office, Abuja.

S/N	ITEM DESCRIPTION	Qty	UNIT PRICE (NGN)	TOTAL PRICE (NGN)	COMMENTS (If any)
1	iPhone 14 Pro Max 1TB Space Black	1			
2	DJI Drone (Mavic 3 Classic (DJI RC))	1			
3	DJI Mini shoulder bag	1			
4	DJI Mic	1			
5	Rod Wireless Lavalier Mic Adapter	1			
6	TRRS Adapter	1			
7	Lightning to 3.5mm Aux Audio Adapter for iPhone	1			
8	Audio jack cable from camera to headphone	1			
9	256GB SanDisk Ultra Memory Card (speed 256MB/s)	2			
10	Light tripod for phone with removable support and knob	1			
	Grand Total Amount				

Kindly note:

- Kindly indicate the delivery timeline in your offer
- Provide photos of items in your response to the RFQ

- Some hyperlinks are provided for clarification. (Please see items highlighted in blue)
- In case of discrepancy between unit price and total, the unit price shall prevail.
- You can use your company's format for your quotation, but it should contain the above information with your letter head
- UNHCR is Exempt by the Nigerian Law from VAT (Value Added Tax) Charges
- Items shall be subject to physical inspection before supply.
- 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/06/2023**) is indicated on the subject bar in their response or feedback to nigabsupply@unhcr.org
- **Annex D:** the UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services-2018 should be duly signed and submitted with offer
- **Annex H:** UN Supplier Code of Conduct should be duly signed and submitted with offer
- UNHCR Focal contact/ requester- Mr. Gabriel Adeyemo can be contacted on **09010660496** and via email on adeyemo@unhcr.org to provide additional information and clarifications.

Date:

Signature and Stamp of Bidder