



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

**DATE: 3 APRIL 2023**

**REQUEST FOR QUOTATION: No. RFQ/SC/NIGMA/2023/011**

**PROVISION OF GENERATOR REPAIRS AND MAINTENANCE SERVICES**

**QUOTATION TO BE RECEIVED BY: FRIDAY, 7 APRIL 2023 by 11:00 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 Repair and Maintenance of Generators at UNHCR Premises in Maiduguri and Yola and would like to receive offers from duly registered companies in Maiduguri and Yola. The required repair and maintenance works should be of good quality. The offers should be of relevant prices as per the specification and quantity given in **Annex A**.

#### 1. **REQUIREMENTS**

**Quantity:** As per attached Specifications in **Annex A – Financial Offer Form**

**Delivery Points:** Maiduguri and Yola

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 of items. 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:

- Annex A1: Financial Offer Form Lot 1 – Maintenance Services*  
*Annex A2: Financial Offer Form Lot 2 – Spare Parts*  
*Annex B: UN Supplier Code of Conduct*  
*Annex C: Vendor Registration Form*  
*Annex D: UNHCR General Condition of Contracts for the provision of Services – 2018*  
*Annex E: Past experience (copies of Purchase Order) and contact of reference*

Annex E should include at least two (2) contracts or purchase order and indicate the following:

- Name of the organization
- Name of contract manager
- Phone number of contract manager
- Email address of contract manager

## **2. RFQ Submission**

We would appreciate receiving your quotation **on or before Friday 7 April 2023 by 11:00 hrs to [nigmasupply@unhcr.org](mailto:nigmasupply@unhcr.org)**

Please know the e-mail policy employed by UNHCR limits the size of attachments to a maximum of 10 **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/2023/011**
- 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

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 D, 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 Umunyana  
Supply Officer  
UNHCR Sub Office Maiduguri

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Delivery Period:** \_\_\_\_\_

**Price Validity:** \_\_\_\_\_

**Payment Terms:** \_\_\_\_\_

**Defects liability/Warranty Period:** \_\_\_\_\_

**Date:** \_\_\_\_\_