

DATE: 3RD AUGUST 2023
REQUEST FOR QUOTATION: No. RFQ/NIG/ABJ/SUP/27/2023
FOR THE SUPPLY & DELIVERY OF TRACTORS TO DIFFA NIGER REPUBLIC.
QUOTATION TO BE RECEIVED BY: 5th AUGUST 2023 23:59PM

The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

1. REQUIREMENTS

UNHCR Abuja would appreciate receiving your firm offer for the supply and delivery of one each of **Tractor's MF 290 KONDOR 80 HP & MF 375 Mahindra YTOK 80 HP** and required accessories for its office in Diffa Republic of Niger operation, (see **Annex C**)

Find attached in **Annex A** the Bid Submission Form, **Annex B** the Financial Offer Form and **Annex C** the Technical requirements and Specification forms 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 to Diffa Niger (DAP) (if any) excluding customs clearance and offloading in Diffa. 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 **5th/08/2023 – 23:59 hrs** and address to as stated below,

UNHCR
Attn: David Okumali- Supply Officer
09 Udo Udoma Crescent Asokoro, Abuja
(SUPPLY U)

Your quotation must be valid as least for **90 days**. The standard payment terms of UNHCR are 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** Acknowledgement of UN Supplier Code of Conduct provided. **Annex G** notes on avoiding bid rejection. Thank you for your kind attention.

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.
5. The Incoterm for this procurement is delivered-at-place (DAP) (Diffa Republic of Niger): meaning the vendor agrees to pay all costs & bears the risks of moving the goods or items to the specific location as indicated in the Annex A (Check the Technical specification annex for locations address) excluding customs clearance and offloading in Diffa.

S/N	Item DESCRIPTION	QTY	UNIT PRICE (NGN)	TOTAL PRICE (NGN)
1	MF 290 Kondor original, 80 HP	1		
	Spare tyres,	2		
	Inner tubes,	2		
	Wheels (01 front and 01 back),	2		
	Tracks,	2		
	Crawler tracks,	2		
	Crawler frames,	2		
	Tyre chains,	2		
	Shock absorbers,	2		
	Universal joint protectors,	2		
	Headlights,	2		
	Rotating beacons,	2		
	Lights for agricultural vehicles	2		
2	MF 375 Mahindra YTOK, 80 HP	1		
	Spare tyres,	2		
	Inner tubes,	2		
	Wheels (01 front and 01 back),	2		

	Tracks,	2		
	Crawler tracks,	2		
	Crawler frames,	2		
	Tyre chains,	2		
	Shock absorbers,	2		
	Universal joint protectors,	2		
	Headlights,	2		
	Rotating beacons,	2		
	Lights for agricultural vehicles	2		
	Total			

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

Date:

Signature and Stamp of Bidder

ANNEX C TECHNICAL REQUIREMENT

NB: Please note that for your quotation to be considered for financial evaluation you must pass all the technical requirement below, copies of the document should be sent as a single file in PDF format and title technical requirement document. Tender mailbox nigabsupply@unhcr.org attachment size is 15MB per mail.

S/N	MANDATORY TECHNICAL OFFER REQUIREMENT	SCORE
		Pass or fail
1	Corporate Affairs Commission (CAC) Certificate of incorporation <i>should be submitted</i>	
2	Tax clearance Certificate for last three years (2021, 2022 and 2023) <i>should be Submitted</i>	
3	Evidence of PENCOM registration certificate <i>should be submitted</i>	
4	Evidence of similar procurement contract POs, award letters, Job completion certificate etc. for successful delivery and supply of similar equipment's demonstrating the company capacity to deliver the items. <i>Should be submitted</i>	
5	Acknowledgement of UNHCR General Conditions of Contract provided (Annex D) <i>should be submitted</i>	
6	Acknowledgement of UN Supplier Code of Conduct provided (Annex F) <i>should be submitted</i>	
7	Must state and confirm in writing that the equipment's been delivered is exactly as specified in the technical specification document. Attached catalogues and pictures <i>should be submitted</i>	
8	Must attached dully signed and stamped vendor registration form, with valid company business bank account, by filling the signed vendor Registration Form (Annex E). <i>should be submitted</i>	
9	State the realistic delivery period after issuance of purchase order to delivery the equipment to Diffa Niger Republic. <i>Should be submitted</i>	

Thank for your kind attention

David Okumali
Supply Officer
UNHCR Representation, Nigeria