

**DATE: 22<sup>nd</sup> AUGUST 2023**  
**REQUEST FOR QUOTATION: No. RFQ/NIG/ABJ/SUP/28/2023**  
**FOR THE SUPPLY OF 4,000 LITERS DIESEL**  
**QUOTATION TO BE RECEIVED BY: 23rd/08/2023.**

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950, by the United Nations General Assembly<sup>1</sup>, requests your price quotation for the supply of quality diesel as specified in this Request for Quotation (RFQ).

**1. REQUIREMENTS**

UNHCR Abuja would appreciate receiving your firm offer for the supply of 4,000 liters of diesel at the Abuja Office Nigeria: (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.

**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](mailto:nigabsupply@unhcr.org) (using the attached Bid Proposal Form) on or before **23rd/08/2023 – 17:00 hrs** and address to as stated below,

<p><b>UNHCR</b> <b>Attn: David Oyolo Okumali- Supply Officer</b> <b>09 Udo Udoma Crescent Asokoro, Abuja</b> <b>(SUPPLY UNIT)</b></p>
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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.

David Okumali  
Supply Officer  
UNHCR Representation, Nigeria

<sup>1</sup> 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**

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 the specific office of UNHCR. (Check the Technical specification annex for locations address).

<b>Item DESCRIPTION</b>	<b>REQUESTED QTY</b>	<b>UNIT PRICE (NGN)</b>	<b>TOTAL PRICE (NGN)</b>
Pure Quality Diesel	4,000		
<b>Total</b>			

- 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 & SPECIFICATION**

**NB: Please note that the diesel to be supplied will undergo water and quality test at the point of delivery and the requesting unit will have to confirm quality before delivery can be accepted, the standard quality of diesel density is usually 0.850 (DPR standard). The delivery and supply must be done within or less than 24 hours after receipt of purchase order/ confirmation of quotation selection.**