

DATE: 27th OCTOBER 2023

REQUEST FOR QUOTATION: No. RFQ/NIG/ABJ/SUP/32/2023

**READVETISE - FOR THE SUPPLY & DELIVERY OF 4,000 LITERS DIESEL
QUOTATION TO BE RECEIVED BY: 29th/10/2023.**

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 office would appreciate receiving your firm offer for the supply and delivery of 4,000 liters of diesel for its office at **Lagos @ No 13 Awolowo Road, Ikoyi 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.

2. QUOTATION SUBMISSION

We would appreciate receiving your quotation via mail sent to nigabsupply@unhcr.org alone (using the attached Bid Quotation Form) on or before **29th/10/2023 – 23:00 hrs** and address to as stated below,

UNHCR
Attn: David Oyolo Okumali- 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 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** 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.

Thank you for your kind attention.

David Oyolo Okumali
Senior Supply Officer, UNHCR Representation, Abuja

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 location address).

Item DESCRIPTION	REQUESTED QTY	UNIT PRICE (NGN)	TOTAL PRICE (NGN)
AGO	4,000		
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 & 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).

Delivery Address: Lagos @ No 13 Awolowo Road, Ikoyi Nigeria.

Note that the award and delivery will be completed on or before 30th Monday 8am – 12 noon and price change will not be accepted within the given period.