

DATE: 31st OCTOBER 2023
REQUEST FOR QUOTATION: No. RFQ/NIG/ABJ/SUP/34/2023
PROVISION OF REGULAR VEHICLE MAINTENANCE SERVICES AND
MINOR REPAIR INCLUDING SUPPLY OF SPARE PARTS
QUOTATION TO BE RECEIVED BY: 30th/11/2023. 23:59 HR

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 Provision of Regular Vehicle Maintenance Services and Minor Repair including supply of spare parts for its vehicles at **Abuja & Lagos** office. (See **Annex C**). Find attached in **Annex A** the Bid Submission Form, **Annex B** the Financial Offer Form and **Annex C** the Technical evaluation requirement and 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 **30th/11/2023 – 23:00 HR** 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** Guidelines for UNHCR suppliers: How to use the supplier portal, this document guides suppliers on how to register and use UNHCR's supplier portal.

Thank you for your kind attention.

 Digitally signed by David
Okumali
Date: 2023.11.02
15:00:44 +01'00'

Senior Supply Officer, Abuja
David Oyolo Okumali

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).

ITEMS DESCRIPTION	REQUESTED QTY	UNIT PRICE (NGN)	TOTAL PRICE (NGN)
<u>Service A: 5,000 km Service checks</u>			
Renew engine oil	1		
Clean sediment filter cartridge (not fitted on all	1		
Clean Fuel Sediment bowl in case of leakage	1		
Check air filters and clean if too dirty.	1		
Check the air intake filter box and hoses for cracks or leaks.	1		
Check air intake hose clips for security	1		
Check water pump shaft for leaks and free play	1		
Check fan belts for tightness and condition (replace as necessary)	1		
Check radiator and all water hoses for leaks	1		
Check/top up radiator coolant	1		
Check radiator fins for blockage and clean as necessary	1		
Check the exhaust system for leakage and security.	1		
Check battery connections and battery tray for condition and security.	1		
Check the battery is not loose, Check battery electrolyte	1		
Check engine and transmission mountings for condition and security.	1		
Check for oil leaks from engine and transmission.	1		
Check condition and security of steering box joints and linkages.	1		
Check all steering ball joints and linkages for wear	1		
Check power steering fluid level	1		
Check steering for abnormal noise and stiffness.	1		
Check gearbox and differential drive flanges for free play.	1		
Check the security of the propeller drive shaft	1		

coupling nuts and bolts.			
Check all suspension bushings for wear and security	1		
Check all suspension bolts for security.	1		
Check wheel bearings for free play (with wheel jacked up) – adjust if necessary.	1		
Remove wheels and check tyres for cuts, bulges, uneven wear and thread depth.	1		
Remove rear brake drums, wash out dust, inspect shoes for wear and drums for condition – replace shoes if necessary.	1		
Inspect rear wheel brake cylinders for fluid leaks.	1		
Check brake automatic adjusters for correct operation.	1		
Inspect front brake pads for wear, seals for leaks and front brake disks for condition.	1		
Inspect all brake pipes, hoses and connections for condition and leaks.	1		
Pump grease into steering knuckle joints.	1		
Check free wheel operation.	1		
Grease all steering grease nipples.	1		
Refit wheels and check tyre pressures including spare tyre.	1		
Check the security and operation of the handbrake.	1		
Check efficiency of foot brake and handbrake by road testing.	1		
Check for body vibration noises and repair as necessary.	1		
Grease propeller shafts, sliding joints and universal joints.	1		
Check the gearbox oil level	1		
Check the transfer box oil level	1		
Check brake master cylinder fluid level	1		
Check clutch master cylinder fluid level	1		
Fill the windscreen washer bottle with water	1		
Check the condition of wiper blades.	1		
Check the operation of horns.	1		
Check all instrument gauges for correct operation.	1		
Check the condition of all lights and lenses.	1		
Check operation of indicator lights and hazard lights.	1		
Check rear view mirrors.	1		
Check operation of window controls.	1		
Check the operation of all doors, bonnet and tailgate latches and locks.	1		
Lubricate all door locks, hinges and check straps.	1		
Check suspension shock absorbers condition and operation.	1		
Check the chassis for cracks (especially around suspension mounting areas	1		
Service B: 10,000 km Service checks			

Perform all 5,000 Km Checks tasks	1		
Clean oil filter cap and crank case breather/Replace	1		
Replace cabin air filter/ AC filter/ dependent on the weather	1		
Clean and reset spark plugs (petrol engine)/	1		
Lubricate all grease points	1		
Check all transmission oil levels	1		
Check all fluid levels (Brake, Clutch, windscreen	1		
Lubricate with oil-can or grease; Throttle and accelerator linkages, Door locks and hinges, Bonnet and boot fastenings and locks	1		
Check Fan belt tension (DO NOT OVERTIGHTEN)	1		
Check Engine idling speed	1		
Check Clutch and brake pedal clearances	1		
Check Body and spring U-bolts	1		
Check Tyre pressures and wear	1		
Check Wheel nuts for tightness	1		
Check Prop-shaft bolts	1		
Perform Wheel alignment and balancing	1		
<u>Service C: 15.000 – 20000 km Service checks</u>			
Replace fuel filters	1		
Replace air cleaner element (instead of cleaning)	1		
Replace spark plugs	1		
Check battery and radiator fluid levels	1		
Check suspension bushes	1		
Check brake, clutch and Fuel pipes	1		
Reset valve clearances/ If needed	1		
Check brake linings and drums	1		

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

Date:

Signature, Date, and Stamp of Bidder

ANNEX C

TECHNICAL REQUIREMENT & SPECIFICATION

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.

TECHNICAL EVALUATION REQUIREMENT

- ✓ Company Corporate Registration documents CAC Certificate *pass or fail*.
- ✓ Tax Registration and Clearance documents. FIRS 2020-2022 (3 years) *pass or fail*.
- ✓ Company profile and qualifications including list of staff and their qualification with three (3) evidence of similar procurement contract POs, LPOs, award letters etc. work done or Referrals from references with specialization on Toyota. *Pass or fail*.
- ✓ Clear physical address of the garage, including the Google map address. *Pass or fail*.
- ✓ Audited Financial Report (2020-2022). *Pass or fail*.
- ✓ Acknowledgement of UNHCR General Conditions of Contract provided (Annex D)
- ✓ Acknowledgement of UN Supplier Code of Conduct provided (Annex F)
- ✓ Filled and signed Vendor Registration Form submitted (Annex E)

NB: Please note that Vehicle service, Maintenance, repaired shall be inspected to ensure it is in line with the TOR and the requesting unit will have to confirm satisfaction of the service done, quality before delivery can be accepted.

Delivery Address:

Abuja -@ No 9 Udo Udoma Assokoro Abuja,Nigeria.

Lagos @ No 13 Awolowo Road, Ikoyi Nigeria.

Please note that the UNHCR e-mail policy limits the size of attachments to a maximum of 15 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/NIG/ABJ/SUP/34/2023

- Name of your company

- Number of e-mails that are sent (example: 1/2, 2/2 etc.)

Example: RFQ/NIG/ABJ/SUP/34/2023, Company A, e-mail 1 of 2

We would appreciate receiving your quotation on or before 30th.11.2023 at 23:59 hrs time by e-mail in to nigabsupply@unhcr.org

Kindly note that only offers sent to nigabsupply@unhcr.org will be evaluated under this RFQ.