

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés**DATE: 03 November 2023****REQUEST FOR QUOTATION: No. RFQ/SC/NIGMA/2023/049****SUPPLY AND INSTALLATION OF 100kva GENERATOR TO UNHCR GUEST HOUSE IN
MAIDUGURI****QUOTATION TO BE RECEIVED BY: FRIDAY, 10 NOVEMBER 2023 by 12:00 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 the Supply and delivery of two 100kva generators. UNHCR, would like to receive offers from duly registered companies who have experience in supply, installation, and commissioning of generators. The required generator should be of good quality and as per the specification in Annex B and quality given in Annex A.

1. REQUIREMENTS**Quantity:** As per attached in Annex A**Specification:** As per Annex B**Delivery Point:** UNHCR Guesthouse, No. 6 Tafawa Road Old GRA, Maiduguri, Nigeria.

Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders.

Find attached in **ANNEX B** for more information about the technical requirement for the generators. 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:**
- **Installation Period:**
- Validity of the offer:
- Defects Liability/Warranty Period:
- Payment Terms:

The following annexes form integral part of this request for quotation:

<i>Annex A:</i>	<i>Financial Offer Form</i>
<i>Annex B:</i>	<i>General Technical Specification for Generator</i>
<i>Annex C:</i>	<i>Vendor Registration Form</i>
<i>Annex D:</i>	<i>UNHCR General Terms and Conditions for Purchase of Services/Goods (July 2018 version)</i>
<i>Annex E:</i>	<i>UNHCR Supplier's Code of Conduct</i>

2. RFQ Submission

If your company is not yet registered with UNHCR, you should visit <https://www.unhcr.org/how-become-supplier> to register your company or if your company is already registered with UNHCR you can still visit same site to confirm your registration.

We would appreciate receiving your quotation **on or before Friday, 10 November 2023**, by **12:00 hrs.** The quotation must be accompanied with the below mentioned documents.

- Duly filled financial proposal form **Annex A**
- Duly Filled Vendor Registration Form - **Annex C**
- Duly signed and stamped UNHCR General Terms and Conditions for Provision of Good (2018 version) or accepting on your letterhead the UNHCR General Terms and Conditions - **Annex D**
- Company Registration Certificate
- Tax Clearance Certificate.
- UNHCR Supplier's Code of Conduct- **Annex E**

We would appreciate receiving your quotation **on or before Friday, 10 November 2023**, by **12:00 hrs.** Your offer/quotation must be submitted electronically to nigmasupply@unhcr.org.

All Offers should include the cost of Installation and delivery.

IMPORTANT:

UNHCR don't provide any advance or payment to vendor to start a project.
UNHCR rules firmly and categorically refuses to associate itself directly or indirectly, or to be engage in any way in **financial transactions** of its vendors with banks

Please know the e-mail policy employed by UNHCR limits the size of attachments to a maximum of 24 **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/2023/049**
- 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.

IMPORTANT: Quotations that are otherwise titled/ not bearing the above subject, contrarily addressed and/or copied or sent to other email addresses or individuals will be marked invalid and not considered for evaluation.

You are requested to hold your **offer valid for 180 days** from the deadline for submission. UNHCR will make its best effort to select a company within this period. The pricing model quoted in the Supplier's offer will remain valid for this duration. UNHCR's standard payment terms are within **30 days** after satisfactory implementation and receipt of documents in order.

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.



Mahamat Alhadi Ibrahim

Supply Unit

UNHCR Sub Office Maiduguri

FINANCIAL OFFER FORM: ANNEX A

REQUEST FOR QUOTATION: RFQ/SC/NIGMA/2023/049
SUPPLY AND INSTALLATION OF 100kva GENERATOR TO THE UNHCR GUESTHOUSE IN MAIDUGURI
QUOTATION TO BE RECEIVED BY FRIDAY 10 NOVEMBER 2023 BY 12:00 HRS
QUANTITY/ANY OTHER DISCOUNTS ON MARKET PRICES (PLEASE SPECIFY)

The proposed discounts will become an integral part of your bid submission.
Payment terms: Acceptance of UN payment terms (i.e., 30 days net from receipt of documents)
and please tick YES ☐ or NO ☐
Note: Please note that the quantities given below are just for costing purposes. The number may increase or decrease based on the needs during the finalization of the procurement process

S/No.	ITEM DESCRIPTION	QTY	UNIT COST - NGN	TOTAL COST - NGN
1.	100kva Generator	2		
2.	Delivery Cost	1		
3.	Installation and Commissioning	1		

Company Name: _____

Address: _____

Email Address: _____

Registration Number: _____

FIRS/TAX NO: _____

Name of Bidder: _____

Cell Phone Number: _____

Authorized signature: _____

Company Stamp: _____

Delivery Period: _____

Price Validity: _____

Payment Terms: _____

Defects liability/Warranty Period: _____

Date: _____