

DATE: 6TH DECEMBER 2023
REQUEST FOR QUOTATION: No. RFQ/NIG/ABJ/SUP/43/2023
SUPPLY OF QUALITY OFFICE STATIONERIES, CHAIRS & AIR CONDITIONING SYSTEMS
QUOTATION TO BE RECEIVED BY: 11TH DECEMBER 2023

The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950 by the United Nations General Assembly¹, requests your price quotation for the supply of quality office Stationeries, chairs and Air Conditioning as specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

UNHCR Abuja would appreciate receiving your firm offer for the procurement and supply of quality office stationeries, chairs and Air Conditioning at the Abuja office in Nigeria as specified in the RFQ: (see **Annex C for specification**)

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 (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 (using the attached Bid Proposal Form) on or before **11th/12/2023 – 23:59 hrs** and address to as stated below,

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

David Oyolo Okumali, Supply Officer,
UNHCR Representation,

¹ 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) (Abuja offices): meaning the vendor agrees to pay all costs & bears the risks of moving the goods or items to the specific office of UNHCR.
6. Please State the delivery lead time upon issuance of purchase order as delivery should be completed within 7 seven days.

S/N	ITEM	Unit	Qty	UNIT PRICE (NGN)	TOTAL PRICE (NGN)
1	A4 Paper, 80gsm	cartons	40		
2	Transparent file	pkt	5		
3	Post It -Long	Pkt	10		
4	Post It -medium	Pkt	10		
5	Paper clips large (Jumbo 50mm)	pkt	25		
6	Paper clips medium(50mm)	pkt	25		
7	Uhu gum (21ge)	Pcs	25		
8	Masking tape big	Pcs	10		
9	Masking tape Medium	pcs	10		
10	Celotape medium	pcs	10		
11	Celotape small	pcs	10		
12	Hard cover notebook-long	pcs	20		
13	Hard cover notebook-short	pcs	20		
14	View Binder folders size A4 (2pins)	pcs	10		
15	Electrical extension cable -PDU power extension box	pcs	10		
16	Shredder small-capacity-SBS-610CC (5 sheets)	pcs	5		
17	Shredder big-capacity -C22CC/650(12 sheets)	pcs	10		
18	Signature folder (blue/red/black)	pcs	10		
19	Ball Pens -blue	pkts	6		
20	Ball Pens -Black	pks	4		
21	Pin board	Pcs	12		
22	Office Conference chairs	unit	20		
23	Split LG Air Conditioners	1.5 HP	8		
24	Split LG Air Conditioners	2 HP	2		

- 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 please provide 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	TECHNICAL OFFER REQUIREMENT	SCORE
		Pass or fail
1	Corporate Affairs Commission (CAC) Certificate of incorporation submitted	
2	Tax clearance Certificate for last three years (2020, 2021 and 2022) Submitted	
3	Evidence of similar procurement contract POs, LPOs, award letters etc. for supply office furniture's and stationaries	
4	Acknowledgement of UNHCR General Conditions of Contract provided (Annex D)	
5	Acknowledgement of UN Supplier Code of Conduct provided (Annex F)	
6	Filled and signed Vendor Registration Form submitted (Annex E)	
7	Valid company business bank account (Annex E)	
8	State the delivery lead time upon issuance of purchase order	