

DATE: 18TH JANUARY 2024
REQUEST FOR QUOTATION: RFQ/NIG/ABJ/SUP/004/2024
FOR THE SUPPLY OF 4,000 LITERS DIESEL
QUOTATION TO BE RECEIVED BY: 22nd January 2024, 12 Noon -
WAT

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 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. It is advised that before entering into any business agreements or transactions, your company should verify the CAC status of to ensure legitimacy and legal. An active CAC status typically indicates that the company is recognized and authorized to conduct business within the country. Please 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 **22nd January 2024 – 12:00 hrs** and address to as stated below,

UNHCR REPRESENTATION OFFICE – Abuja, Nigeria
Attn: Margareth Adhero Mrema- 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

Annex D: the UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services-2018.

Annex E: UN Supplier Code of Conduct. You must clearly indicate in your quotation if you accept them.

For first time vendors only, Please request to fill and revert with attached VRF:

Annex F: Vendor Registration form, kindly fill, sign and upload to [Supplier Registration \(oraclecloud.com\)](https://supplierregistration.oraclecloud.com).

Thank you for your kind attention.



Digitally signed by
Margareth Adhero
Mrema
Date: 2024.01.18
14:46:16 +01'00'

Margareth Adhero Mrema
Senior Supply Officer,
UNHCR Representation Office, 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 locations address).

Item DESCRIPTION	REQUESTED QTY	UNIT PRICE (NGN)	TOTAL PRICE (NGN)	Days required to deliver upon receipt of P.O
Pure Quality Diesel	4,000			
Total				

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

Date:

Signature and Stamp of Bidder

Delivery Address (DAP) UNHCR Premises, Asokoro, Abuja, Nigeria

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 preferred diesel density quality is 0.850 (DPR standard).

While we ask that you provide the number of days within which you would deliver upon receipt of a Purchase order/ confirmation of quotation selection, please note that the delivery and supply must be done within 48 hours after receipt of purchase order/ confirmation of quotation selection failing which UNHCR reserves the right to re-award a Purchase order to another vendor for the same product/service .