

DATE: 28/02/2024
REQUEST FOR QUOTATION: No. RFQ/NIG/ABJ/SUP/09/2024
FOR THE SUPPLY OF COMPLETE DRIVERS' UNIFORMS
QUOTATION TO BE RECEIVED BY: WEDNESDAY, 13 MARCH 2024 Time: 12:00hrs.

The Office of the United Nations High Commissioner for Refugees (UNHCR), which was established on December 14, 1950, by the United Nations General Assembly, requests your price quotation for the supply of complete drivers' uniforms as specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

UNHCR Abuja office would appreciate receiving your firm offer for the supply of complete drivers' uniforms for UNHCR offices in Lagos, Abuja, Maiduguri, and Ogoja (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 note that your offer should include the delivery of the complete uniforms to the four UNHCR locations indicated in this document.

Please include the following price information in your quote (without VAT): Currency (NGN), Unit Cost, and Total Cost. Please note that UNHCR has tax and duty exemption status. Also, note that to do business with UNHCR as a supplier, your company's CAC status must be active with the Corporate Affairs Commission of Nigeria. Kindly verify your company details by searching via the link: <https://search.cac.gov.ng/list>

2. QUOTATION SUBMISSION

We would appreciate receiving your quotation for the supply of driver uniforms at the 4 locations indicated in this document (see Annex C) on or before [Wednesday, 13/03/2024] **noon CET** by e-mail in PDF format sent to nigabsupply@unhcr.org alone.

UNHCR Attn: Margareth Adhero Mrema - Senior Supply Officer 09 Udo Udoma Crescent Asokoro, Abuja (SUPPLY UNIT)
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Your quotation must be valid for at least **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 indicate in your quotation if you accept them, acknowledge the general condition, and return to us a signed copy.

Annex E Vendor Registration Form: Please fill out and complete it for new vendors. **Annex F** UN Supplier Code of Conduct: Please indicate your acceptance. **Annex G** Guidelines for UNHCR Suppliers Portal Registration Process, **Annex H** United Nations Global Marketplace Registration Process Guide UNGM is the common procurement portal of the United Nations system of organizations. You are encouraged to register your company at the portal.

Thank you for your kind attention.

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 by 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 C for the addresses).

ITEMS DESCRIPTION	No of Drivers	Quantity Per Drivers	Total Quantities	Unit Price (NGN)	Total Price (NGN)
Camisole - 1 white color and 1 Blue color	1	2	2		
1 neck scarf and 1 sky blue Scarf (2mm) as per photos	1	2	2		
Pant Suit for ladies (Dark blue & long sleeve)	1	1	1		
Pant Suit for ladies (Dark blue & short sleeve)	1	2	2		
Skirt Suit (Dark blue & long sleeve)	1	1	1		
100% cotton long sleeve shirt for ladies (Sky blue either with pocket or not)	1	2	2		
100% cotton short sleeve shirt for ladies (Sky blue) either with pocket or not. SHORT SLEEVE SHIRT T.M SLIM FIT	1	2	2		
Leather belt for ladies (Black belt Ladies 20mm to 25 MM)	1	2	2		
Shoes for ladies (all Black) all loafers shoes	1	2	2		
Suits for men which should come with an inner waist cost (Dark blue)	37	2	74		
Safari Suit for men (Dark blue Italian Style)	37	1	37		

Continuation					
ITEMS DESCRIPTION	No of Drivers	Quantity Per Drivers	Total Quantities	Unit Price (NGN)	Total Price (NGN)
100% cotton long-sleeve shirt for men (sky blue slim fit)	37	3	111		
100% cotton SLIM FIT short sleeve shirt for safari suits - men (sky blue)	37	1	37		
Necktie for men New Classic Striped JACQUARD WOVEN 100% Silk Men's Tie Necktie mix color (sky blue and dark blue combination as per photo)	37	2	74		
Leather belt for men (Black)30mm to 35 MM	37	2	74		
Shoes for Men (Black) with lace	37	1	37		
Loafers' shoes for Men (Black) easy wear for driving without laces	37	1	37		
The successful bidder shall transport goods to four locations - Maiduguri, Ogoja, Lagos, and Abuja			4		
Total cost					

- The recommended material for shirts is **100% COTTON**.
- The recommended material for belts is Leather.
- Uniforms must be of good/ top quality that emphasizes the professionalism of UNHCR staff.

PLEASE NOTE:

- UNHCR is Exempt by the Nigerian Law from VAT (Value Added Tax) Charges.
- In case of a discrepancy between the unit price and the total, the unit price shall prevail.
- You may use your company's format for your quotation but kindly ensure it contains the above information with your letterhead.
- Please provide your quotations in a clear and understandable manner
- Vendors are to ensure the subject, or the title and reference No. indicated on the RFQ (RFQ/NIG/ABJ/SUP/09/2024) is indicated on the subject bar in their response or feedback to nigabsupply@unhcr.org

NAME OF BIDDER/ COMPANY:

DATE:

SIGNATURE AND STAMP:

ANNEX C
TECHNICAL REQUIREMENT & SPECIFICATION



UNHCR DRIVERS
UNIFORM.ods

Addresses:

Abuja Office: No 09 Udo Udoma Street, Asokoro

- Lagos Office: #13 Awolowo Road, Ikoyi
- Ogoja Office: Plot 1 Hon Paul Adah Way, GRA Igoli Ogoja
- Maiduguri Office: 6 Tangale Street, Off Circular Road, By Damboa Road. Maiduguri.

- Suppliers are required to provide samples of the complete uniform to be supplied on or before noon on Friday, 13 March 2024, for assessment and approval.
- Samples provided to UNHCR for approval should be tagged with the supplier's company name, company focal contact or deliverer, and date of submission, using masking tape.
- Samples should be placed in a suitable bag visibly tagged with the supplier's details (traveling bag, Ghana must-go bag, or box). Please note that plastic bags are not acceptable or allowed on UNHCR premises. Additionally, all samples will be returned to suppliers upon selection.
- The samples to be presented are those quoted for and should be available in a quantity sufficient for all our drivers/as requested in the RFQ.
- Only high-quality items are required for each item.
- Suppliers may share photos along with the offer; however, the presentation of required items on 13 March 2024 is mandatory for consideration.
- The recommended material for the uniform is 100% cotton.
- Delivery of uniforms to respective locations should be considered before quoting, i.e., Maiduguri, Ogoja, Lagos, and Abuja.
- Please refer to the attached photos and specifications for accuracy

S/N	MANDATORY TECHNICAL OFFER REQUIREMENT	SCORE
		Pass/fail
1	Corporate Affairs Commission (CAC) Certificate of Incorporation submitted	
2	Tax clearance Certificate for the last three years (2019, 2020, and 2021) to be Submitted	
3	Acknowledgement of UNHCR General Conditions of Contract provided (Annex D)	
4	Acknowledgment of UN Supplier Code of Conduct provided (Annex F)	
5	Filled and signed Vendor Registration Form submitted (Annex E)	
6	Presentation of samples for sighting and approval	

Date:

Name:

Signature and Stamp of Bidder