

**DATE: 04 MARCH 2024**

**REQUEST FOR QUOTATION: No. RFQ/NIG/ABJ/SUP/13/2024**  
**SUPPLY & DELIVERY OF ICT EQUIPMENTS TO UNHCR ABUJA, NIGERIA.**  
**QUOTATION TO BE RECEIVED BY: MONDAY, 11th MARCH 2024. 10h00 HR**

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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 Representation office would appreciate receiving your firm offer for the supply & delivery of ICT equipment to its **Abuja** office. 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 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](mailto:nigabsupply@unhcr.org) alone (using the attached Bid Quotation Form) on or before Monday, **11<sup>th</sup> March 2024 – 23:59 HR** and address to as stated below,

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| <p><b>UNHCR</b><br/><b>Attn: Margareth Adhero Mrema - Senior Supply Officer</b><br/><b>09 Udo Udoma Crescent Asokoro, Abuja</b><br/><b>(SUPPLY UNIT)</b></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.

Your offer must contain your acknowledgement of the UN Supplier Code of Conduct by signing the attached **Annex E**. However, please note submitting an offer is deemed as full acceptance of the UN Supplier Code of Conduct.

If your company is not yet registered with UNHCR, you must fill in, sign, and return with your offer the UNHCR Vendor Registration Form attached as Annex F.

UNHCR reserves the right to accept the whole or part of your bid or to allow split or partial awards.

Thank you for your kind attention.

Margareth Adhero-Mrema  
Senior Supply Officer, 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 location address).
6. Provide the expected date for delivery after issuance of purchase order.

| S/N | Item Description                        | QTY | Unit Price NGN | Total Cost NGN |
|-----|---|-----|----------------|----------------|
| 1   | All in one Computer                     | 1   |                |                |
| 2   | Additional Screen for applicant         | 1   |                |                |
| 3   | Signature Pad: monochrome signature Pad | 1   |                |                |
| 4   | Finger license                          | 1   |                |                |
| 5   | Facial license                          | 1   |                |                |
| 6   | Antivirus –Endpoint license             | 1   |                |                |
| 7   | UPS                                     | 1   |                |                |
| 8   | GPS Device                              | 1   |                |                |
| 9   | Backdrop                                | 1   |                |                |
| 10  | Height Gauge                            | 1   |                |                |
| 11  | Professional digital camera             | 1   |                |                |
| 12  | Projector                               | 1   |                |                |
| 13  | Ink for PRINTER, HP COLOR LASERJET PRO  | 2   |                |                |
|     | Grand Total                             |     |                |                |

- 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 SPECIFICATION**

| S/N | Item Description                        | Description/Specification  | QTY |
|-----|---|--|-----|
| 1   | All in one Computer                     | Core I3 8GB RAM 320 HDD with a minimum screen resolution 1440 x 900 with 3 or more USB port. USB spec of 3.0. Recommended OS: Windows 10 pro System must be fresh i.e., free from any other biometrics capture application Or Laptop with equivalent configuration | 1   |
| 2   | Additional Screen for applicant         | 19/21-inch screen  | 1   |
| 3   | Signature Pad: monochrome signature Pad | 1. Topaz T-LBK462-HSB-R, or 2. Wacom LCD Signature Tablet STU 300, or 3. Topaz T-LBK460-HSB-R  | 1   |
| 4   | Finger license                          | Neurotech finger license (Procured on Convergent billing system)   | 1   |
| 5   | Facial license                          | Aware Preface (Procured on Convergent billing system)  | 1   |
| 6   | Antivirus –Endpoint license             | Eset   | 1   |
| 7   | UPS                                     | APC 650/750  | 1   |
| 8   | GPS Device                              | 1.U-Blox GPS /GNSS location sensor (Bluetues USB GPS Receiver BS-708<br>2.ACELEX GLONASS GPS Tracker VK172 GPS Module  | 1   |
| 9   | Backdrop                                | Grey   | 1   |
| 10  | Height Gauge                            | Steel ruler, or wooden ruler   | 1   |
| 11  | Professional digital camera             | Nikon D3100 with 1855mm SLR Camera   | 1   |
| 12  | Projector                               | Acer Projector   | 1   |
|     |   | HP Projector   |     |
| 13  | Ink for PRINTER, HP COLOR LASERJET PRO  | CF451A (A SET OF 4 COLORS- Black, Yellow, Cyan, Magenta)   | 2   |

**Delivery Address:**

**Abuja -@ No 9 Udo Udoma Asokoro Abuja, Nigeria.**

**We would appreciate receiving your quotation on or before 11.03.2024 at 10h00 hrs time by e-mail in to [nigabsupply@unhcr.org](mailto:nigabsupply@unhcr.org)**

**Kindly note that only offers sent to [nigabsupply@unhcr.org](mailto:nigabsupply@unhcr.org) will be evaluated under this RFQ.**