



# UNHCR

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

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DATE: **22/03/2024**

REQUEST FOR QUOTATION: No. RFQ\_NIG\_ABJ\_SUP\_17\_2024

FOR THE SUPPLY AND DELIVERY OF DIESEL AGO

QUOTATION TO BE RECEIVED BY: MONDAY, **25/03/2024 23:59 PM**

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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<sup>1</sup>, requests your price quotation for the supply and delivery of 4000 litres of diesel as specified in this Request for Quotation (RFQ).

## 1. REQUIREMENTS

Description: Supply and delivery of 4000 liters of diesel AGO.

- Quantity: **4,000 litres**
- Brand or similar product: **Diesel**
- Product Code: **AGO**
- Delivery point: **9 Udo Udoma Crescent Asokoro, Abuja**
- Packing and Transport details, if applicable **Diesel Truck**
- Delivery time After receipt of order): **24 hours**

Find attached in Annex A additional information about the goods specifications required (TOR).

Please include the following price information in your quote (without VAT):

- Currency: NGN
- Unit Cost:
- Cost of all goods:
- Additional charge, if any (please specify):
- Total Cost for goods (all inclusive):
- Delivery period
- Payment terms: 30 days after delivery and invoice

**Please note that UNHCR has tax and duty exemption status.**

## **2. FINANCIAL OFFER:**

- Your financial offer under this RFQ shall be detailed and indicated in the financial offer form attached hereto as **Annex B**.

## **3. BIDDING INFORMATION:**

- **RFQ DOCUMENTS**

The following annexes form an integral part of this Request for Quotation (RFQ):

- Annex A: Technical Specifications.
- Annex B: Financial Offer forms
- Annex C: General conditions of contracts for the provision of Goods.
- Annex D: Vendor Registration Form (For suppliers that have never worked with UNHCR)
- Annex E: UN Supplier's Code of Conduct.

## **4. RFQ Submission**

We would appreciate receiving your quotation on or before Monday, **25/03/2024 – 23:59 HRS WAT** by e-mail in PDF format to supply's e-mail [nigabsupply@unhcr.org](mailto:nigabsupply@unhcr.org)

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of 15 **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\_NIG\_ABJ\_SUP\_17\_2024
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

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.

## **5. INFORMATION FOR BIDDERS:**

- The fuel will be verified by UNHCR's technical team prior to acceptance.
- **UNHCR reserves the right to accept the whole or part of your quotation.**
- The lowest priced quotation(s) substantially conforming to UNHCR's technical requirement will be selected.
- **Your quotation must be valid for at least for 90 days.**

## **6. TERMS OF PAYMENT**

Payment will be made in accordance with the UNHCR General Conditions of Contract. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods and services and acceptance thereof by UNHCR, presentation of the original invoice, and acceptance by UNHCR of the goods/services performed in accordance with the description of requirements in Annex A.

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## **7. UNHCR GENERAL CONDITIONS OF CONTRACT FOR THE PROVISION OF GOODS**

Please find attached as **Annex-C** the UNHCR's General Conditions of Contract for the Provision of Goods, which must be accepted and acknowledged by submitting a signed copy together with your offer *or* by clearly indicating in your quotation that you accept them. However, please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions of Contract for the Provision of goods.

## **8. UN SUPPLIER CODE OF CONDUCT**

Your offer must contain your acknowledgment 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.

## **9. VENDOR REGISTRATION FORM**

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-D**.

If your company is already registered with UNHCR, please submit **Annex-D** as blank, stipulating your UNHCR vendor ID on the form.

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,  
UNHCR Representation Office

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**ANNEX A 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 standard quality of diesel density is usually 0.850 (DPR standard).**

**Kindly send in your Quote before the deadline date as we expect to complete the delivery on/before Monday, 25th March 2024.**