



UNHCR

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

DATE: 09/04/2024

- REQUEST FOR QUOTATION: No. RFQ_NIG_ABJ_SUP_21_2024

FOR THE PRINTING AND SUPPLY OF UNHCR-BRANDED VISIBILITY MATERIALS

QUOTATION TO BE RECEIVED BY: Thursday, 11/04/2024 17:00 Hrs W.A.T

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 PRINTING AND SUPPLY OF VISIBILITY ITEMS - WRITING PEN and FLASH DRIVE specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

- Description: Branding, Printing and Supply of Visibility Items: Writing Pen and 8GB Flash Drive for UNHCR meetings
- Quantity: 1000 Pieces of Writing Pen and 8GB Flash drive
- Delivery point: Deliver at UNHCR Representation office, Asokoro. Abuja.
- Delivery time: Immediately after receipt of order from UNHCR

Find attached in ANNEX A more information about the services required technical specification.

2. FINANCIAL OFFER:

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

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

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

For Printing and Supply Services:

- Type of services and deliverables: Branding, Printing and Supply of UNHCR branded visibility materials
- Location: Deliver at UNHCR Representation office, Abuja, Asokoro
- Duration and/or Frequency of Services: one (1) Design, two (2) items

¹ For further information on UNHCR, please see <http://www.unhcr.org>

Find attached in ANNEX A additional information about the services required Technical specifications.

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

Please note that UNHCR has tax and duty exemption status.

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 and/or Services
- 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 Thursday, **11/04/2024 – 17:00 Hrs. WAT** by e-mail in PDF format to 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 18 **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_NIG_ABJ_SUP_21_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 60 days. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

5. INFORMATION FOR BIDDERS:

- The goods 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 60 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.

7. UNHCR GENERAL CONDITIONS OF CONTRACT FOR THE PROVISION OF GOODS/SERVICES

Please find attached as **Annex-C** the UNHCR's General Conditions of Contract for the Provision of Goods and or Services, 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 Nigeria