

DATE: 26/08/2024

REQUEST FOR QUOTATION: No. RFQ_NIG_ABJ_SUP_45_2024

FOR THE SUPPLY OF SAMSUNG GALAXY TABLET A8 FOR THE UNHCR OGOJA OFFICE

QUOTATION TO BE RECEIVED BY: Monday, 02/9/2024, 10:00 hrs CET.

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 Samsung Galaxy tablet A8 for the UNHCR Ogoja office specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

- Description: The supply of Samsung Galaxy tablet A8 for the UNHCR Ogoja office
- Quantity: 40 Pieces
- Brand or similar product: Please refer to the ToR (Annex A)
- Product Code: Please refer to the ToR (Annex A)
- Delivery point: UNHCR Sub Office Ogoja Office
- Packing and Transport details, if applicable: DAP UNHCR SO Office, Ogoja Incoterm
- Photos of tablets to be supplied: Kindly share photos in your response to this RFQ tender.
- Delivery time (After receipt of order): Kindly advise on your timeline for delivery in your response.

[Find attached in ANNEX "A" more information about the goods required (specifications)].

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

- Currency: NGN
- Cost of all items/goods:
- Additional charge, if any (please specify):
- Total Cost for goods (all inclusive):

Please note that UNHCR has tax and duty exemption status.

2. RFQ SUBMISSION

We would appreciate receiving your quotation on or before **Monday, 02/9/2024 – 10:00 hrs CET** by e-mail² 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 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_NIG_ABJ_SUP_45_2024
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

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.

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

² **If the RFQ must be submitted in print format, please provide relevant details, contacts, and address.**



Please find attached in [ANNEX B] the UNHCR's General Conditions of Contracts for the Provision of Goods. You must indicate in your quotation if you accept them.

Please find attached in [ANNEX E] the UNHCR financial offer form to be duly filled and signed.

3. INFORMATION FOR BIDDERS

- The goods will be verified by UNHCR's technical team before 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 (ToR in Annex A) will be selected.

4. TERMS OF PAYMENT

Payment will be made following 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 by the description of requirements in Annex A.

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

Per Annex B, the UNHCR's General Conditions of Contract for the Provision of Services 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.

6. UN SUPPLIER CODE OF CONDUCT

Your offer must contain your acknowledgment of the UN Supplier Code of Conduct by signing the Attached Annex-C. However, please note submitting an offer is deemed as full acceptance of the UN Supplier Code of Conduct.

7. 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.

Thank you for your kind attention.

Margareth Adhero Mrema,
Senior Supply Officer
Supply Unit
UNHCR Representation Office



UNHCR

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

