



UNHCR

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

DATE: 13/09/2024

REQUEST FOR QUOTATION: No. RFQ_NIG_ABJ_SUP_50_2024

For the Provision of Interior Renovation and Re-painting Work at the UNHCR

Abuja Representation Office

**QUOTATION TO BE RECEIVED BY: THURSDAY, 26th September 2024 13:00 Hrs,
ABUJA TIME**

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹, requests for price quotations from architectural /civil/construction engineering companies registered in Nigeria for the provision of Interior Renovation and Re-painting work to be implemented at UNHCR Abuja Representation Office (R.O) as specified in the attached Annex - A (Statement of works and specifications).

1. REQUIREMENTS

- **Description:** Interior Renovation and Re-painting work at the UNHCR Abuja Representation Office
- **Type of services and deliverables:** Implementation of Renovation and Repainting Works
- **Location:** At UNHCR Representation Office, Asokoro. F.C.T - Abuja, Nigeria comprising 4 duplexes and 3 bungalows.
- **Duration and/or Frequency of Services:** The awarded company shall **complete the work** within **10 Days** as stated on the Statement of Works /Technical specifications requirements and will be required to provide key dates for the completion of specific tasks
- **Site Visits:** Companies interested in participating in this RFQ are kindly required to indicate their interest in obtaining security clearance on or before the close of business (5 pm) on Thursday 19th September 2024 to participate in a mandatory site visit to be conducted on Friday, the 20th of September 2024 before the submission of quotes.
- **To obtain security clearance** in preparation for the site visit, kindly send an email providing the Name, Surname, and ID card details of your representative(s) to Mqbangso@unhcr.org; copying Nigabsupply@unhcr.org; Ohai@unhcr.org; and Adimoha@unhcr.org; on or before the close of business (5 pm) on Thursday 19th September 2024.

Find attached in ANNEX A (Statement of Works and specifications) additional information about the services required.

Please include the following price information in your Annex C (Financial Offer) (without VAT):

Currency: in Nigerian Naira (NGN)

- Unit costs for each component
- Costs for the period requested:
- Unit costs of additional and miscellaneous for all work-related expenses such as labour, transportation, delivery, equipment rentals, installation, and test-commissioning
- Total Cost for services (all-inclusive, excluding VAT):

Please note that UNHCR has tax and duty exemption status.

2. BIDDING INFORMATION:

- **RFQ DOCUMENTS**

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

- Annex A: Statement of Works and Specification
- 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.
- Annex F: Technical Evaluation Criteria

4. RFQ Submission

We would appreciate receiving your quotation on or before 1 P.m. on Thursday, 26th of September 2024 – Abuja Time by e-mail 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_50_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 is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

5. INFORMATION FOR BIDDERS:

Milestones or key dates for completion of specific tasks

- The expected quality of workmanship and service output shall be in accordance with the UN Supplier Code of Conduct.
 - The lowest-priced quotation(s) substantially conforming to UNHCR's technical requirement will be selected.
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- Your quotation must be valid for at least for 90 days.
- **UNHCR reserves the right to accept the whole or part of your bid.**
 - i. **Accepting the Whole or Part of Your Bid:** UNHCR has the discretion to either accept your entire proposal or just a portion of it. This means UNHCR might choose specific items, quantity, or services you offered without committing to everything included in your bid.
 - ii. **Split or Partial Awards:** UNHCR can decide to award different parts of the contract to different bidders. For instance, if your bid covers multiple goods or services, UNHCR might choose to contract certain parts, quantity, with you and other parts with another vendor, based on various factors like cost, quality, and delivery time.

In summary, this statement allows UNHCR flexibility in choosing the most suitable options from multiple bids to best meet her needs.

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 (Statement of Works).

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 - 2018, 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 whole or part of your bid allow split or partial awards.

Thank you for your kind attention.

Margareth Adhero Mrema, Snr. Supply Officer
Abuja Representation Office/Supply Unit
UNHCR Nigeria
