

**DATE: 3RD OCTOBER 2024**

**REQUEST FOR QUOTATION: RFQ/HCR/NIGOG/2024/040**

**FOR INSTALLATION AND COMMISSIONING OF 30KW SOLAR SYSTEM IN UNHCR  
MAKURDI FIELD OFFICE**

**QUOTATION TO BE RECEIVED BY: 9<sup>TH</sup> OCTOBER 2024 23:59 HRS**

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The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and coordinate 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. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>

## **1. REQUIREMENTS**

UNHCR Ogoja Sub-Office would appreciate receiving your firm offer **FOR INSTALLATION AND COMMISSIONING OF 30KW SOLAR SYSTEM IN UNHCR MAKURDI FIELD OFFICE**

### **Summary:**

- Terms of Reference: Refer to See **Annex A**.
- Delivery lead time: 2 weeks
- Defect Liability Period: 6 months.
- Delivery location: UNHCR Makurdi Field Unit, Benue State

## **2. ANNEXES**

- Annex A: Terms of Reference
- Annex B: Financial Offer Form
- Annex C: UNHCR General Terms and Conditions for Civil Works – *fill up, sign, and submit.*
- Annex D: UN Supplier Code of Conduct - *fill up, sign, and submit.*
- Annex E: Vendor registration Form - Companies who are interested in doing business with UNHCR Nigeria should register themselves at Supplier Registration at [Supplier Registration \(oraclecloud.com\)](http://Supplier Registration (oraclecloud.com))

## **3. YOUR OFFER**

Your **Technical offer** must contain the information stated in Annex A (Terms of Reference).

Your **Financial offer** must follow the format in Annex B and include the following price information in your quote (without VAT):

- Currency (NGN)
- Unit cost
- Cost of all items/goods (Total Cost)

- Transport cost (if any).
- **Please note** that UNHCR has tax and duty exemption status.

#### 4. BID/OFFER SUBMISSION INSTRUCTIONS

We would appreciate receiving your quotation via email to [nigogsupply@unhcr.org](mailto:nigogsupply@unhcr.org) on or before **09/10/2024 – 11:59 PM Nigeria Time** and addressed to as stated below:

Please be informed 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/HCR/NIGOG/24/040: Installation and Commissioning of solar system
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

#### 5. REQUEST FOR CLARIFICATIONS

If you require any further clarification on this request, please contact [nigogsupply@unhcr.org](mailto:nigogsupply@unhcr.org); on or before **7/10/2024 -5PM**. Please indicate in the e-mail subject field: RFQ/HCR/NIGOG/24/040

UNHCR will compile the questions received and will respond to all Bidders participating in the tender competition, shortly after the query deadline.

Clarification to questions will be responded individually and shared on the United Nations Global Marketplace (UNGM) by 8<sup>th</sup> October 2024.

#### 6. VALIDITY OF OFFER AND PAYMENT TERMS

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.

UNHCR shall withhold 10% of total amount of the contract; payable after 6 months defect liability period.

Thank you for your kind attention.



Supply Officer,  
UNHCR Sub-Office– Ogoja, Nigeria  
**Victor Ashagbley**