

DATE: 25th NOVEMBER 2024

REQUEST FOR QUOTATION: No. RFQ/HCR/NIGOG/24/059

**SUPPLY AND DELIVERY OF TIRES
TO UNHCR SUB OFFICE OGOJA, CROSS RIVER STATE
(RFQ/HCR/NIGOG/24/059).**

QUOTATION TO BE RECEIVED BY: TUESDAY 3rd December 2024, TIME: 11:59PM

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 co-ordinate 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 the **SUPPLY AND DELIVERY OF TIRES TO UNHCR SUB OFFICE OGOJA, CROSS RIVER STATE.**

Summary:

- Specifications: Refer to **Annex A**.

2. ANNEXES

- Annex A: Terms of Reference (ToR)/Specifications Annex A
- Annex B: Financial Offer Form
- Annex C: UNHCR General Terms and Conditions.
- Annex D: UN Supplier Code of Conduct
- Annex E: Declaration of Eligibility – confirm acceptance of Annexes C and D by *filling up, signing and submitting Annex F*.
- Annex F: 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://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 Logistics service including fuel, accommodation all price inclusive (Total Cost)

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 on or before **03/12/2024 – 11:59PM** 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/24/059: **SUPPLY AND DELIVERY OF TIRES TO UNHCR SUB OFFICE OGOJA, CROSS RIVER STATE.**
- 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; on or before 28/11/2024 -5PM. Please indicate in the e-mail subject field: RFQ/HCR/NIGOG/24/059

UNHCR will compile the questions received after the 29/11/2024 and will respond to all Bidders participating in the tender competition, shortly after the query deadline.

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.

Thank you for your kind attention.

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