



**UNHCR**

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

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**DATE: [19/09/2016]**

**REQUEST FOR QUOTATION: No. RFQ/HCR/ALX/SUP/2016/028]**

**FOR THE SUPPLY OF [Air Conditions]**

**QUOTATION TO BE RECEIVED BY: [30/09/2016]**

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The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly<sup>1</sup>, requests your price quotation for the following Goods specified in this Request for Quotation (RFQ).

**1. REQUIREMENTS**

- Description: Supply and Installation (3) New air conditions in addition to uninstal of (3) old ACs
- Quantity: 3
- Type recommend: Sharp, Fresh or equivalent
- Delivery point: UNHCR Alexandria Filed office
- Delivery time (After receipt of offline PO): as soon as possible

**2. SPECIFICATIONS**

SL.	ITEM SPECIFICATION	QTY
01	Air Conditioner 1.5HP Cool - Heat	1
02	Air Conditioner 2.25HP Cool & Heat	2

Please include the following information in your quote (with VAT):

- Currency: EGP
- Unit Cost: EXW, FCA/FOB (name of place/port), etc.
- Cost of all items/goods,
- Cost of Freight, if any,
- Total Cost for goods (all inclusive),
- Cost of the uninstalation for the old ACs,
- Warranty period
- Additional charge, if any (please specify)

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

### 3. PAYMENT TERMS

- The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.
- The payment will be made after delivery of the goods upon submission of the invoice through bank transfer under the name of the company
- Your quotation must be valid for at least [30] days.

### 4. RFQ Submission

We would appreciate receiving your quotation,

- To: Diya El-Saies, [elsaies@unhcr.org](mailto:elsaies@unhcr.org) Admin assistant,
- CC: Aklilu Mathews, [mathewos@unhcr.org](mailto:mathewos@unhcr.org) Admin Finance officer,
- Fax # : 03 – 545 0 299
- Or hard copies at 13 Nordon St., Kafr Abdo, Sidi Gaber, Alexandria

For any inquiry regarding the Supply procedures please contact: Mob: 0127 1555 067

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of [8] Mb so it may be necessary to send more than one e-mail for the whole submission.

We would appreciate receiving the confirmation upon receiving Request for quotation.

Please indicate in the e-mail subject field:

- **RFQ/ HCR/ALX/SUP/2016/028**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Please find attached in [ANNEX B] the UNHCR's General Conditions of Contracts for the Provision of [Goods and/or Services-2010]. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Shaimaa El Kashef, Admin and Finance Associate

*Shaimaa EL Kashef*  
Administration  
UNHCR Alexandria Field Office

