



**UNHCR**

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

**DATE: [04/10/2016]**

**REQUEST FOR QUOTATION: No. RFQ/HCR/ALX/SUP/2016/032]**

**FOR THE SUPPLY OF [Refreshments]**

**QUOTATION TO BE RECEIVED BY: [14/10/2016]**

The Field Office of the United Nations High Commissioner for Refugees (UNHCR) in Alexandria, requests your price quotation for the following Goods specified in this Request for Quotation (RFQ).

**1. REQUIREMENTS**

- Description: Refreshments
- Quantity: 5
- Type recommend: Fresh, JAK, or equivalent
- Delivery point: UNHCR Alexandria FO.
- Delivery time (After receipt of offline PO): as soon as possible

**2. SPECIFICATIONS**

SL.	ITEM SPECIFICATION	QTY
01	Molto 2XL	195
02	Biscuits waver 60gr	195
03	Salted Biscuits 32gr	195
04	Chips 50gr	195
05	Juice 235ml	195

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

- Currency: EGP
- The price inclusive the new VAT applied by the government very recent.
- The price inclusive the packing cost, One packing = (1 Molto+ 1 Biscuits waver 60gr + 1 Salted Biscuits 32gr + 1 Chips 50gr + 1 Juice 235 ml )
- 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),
- Additional charge, if any (please specify)

### 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 at least for [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 Mathewos, [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/2016/032**
- 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.

Aklilu Mathewos, Admin and Finance Officer



Administration  
UNHCR Alexandria Field Office