



**UNHCR**

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

DATE: [30/10/2016]

REQUEST FOR QUOTATION: No. RFQ/HCR/ALX/SUP/2016/038]

FOR THE SUPPLY OF [White Board and Markers]

QUOTATION TO BE RECEIVED BY: [13/11/2016]

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: White Board and White Board Markers
- Quantity: 26 + 672 pen
- **Delivery point: UNHCR Alexandria Field office**
- Delivery time (After receipt of offline PO): as soon as possible

**2. SPECIFICATIONS**

SL.	ITEM SPECIFICATION	QTY
1	White Board 90 x 150cm	26
2	White Board Markers ( Red, Black, Green, Blue )	672

Please include the following information in your quote:

- Currency: EGP
- The price inclusive the new VAT applied by the government very recent,
- Unit Cost: EXW, FCA/FOB (name of place/port), etc.
- Your quotation must be valid at least for [30] days,
- Delivery time,
- Payment terms,
- 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.

#### 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,
- CC: Sara Abdrabbo, [ABDRABBO@unhcr.org](mailto:ABDRABBO@unhcr.org) Senior Supply Assistant
- 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/2016/038**
- 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 & Finance Officer

Administration  
UNHCR Alexandria Field Office

