



**UNHCR**

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

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DATE: [13/10/2016]

REQUEST FOR QUOTATION: No. RFQ/HCR/ALX/SUP/2016/035]

FOR THE SUPPLY OF [Snacks]

QUOTATION TO BE RECEIVED BY: [20/10/2016]

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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. **WHEREAS**, UNHCR wishes thought annual frame agreement to purchase Refreshments items

2. **REQUIREMENTS**

- Frame agreement for one year
- Description: Refreshment items
- Quantity :7 Items
- Validity of offer : 30 days
- Delivery point: UNHCR Alexandria FO.
- Delivery time (After receipt of offline PO): as soon as possible
- The price inclusive the new VAT applied by the government very recent

3. **SPECIFICATIONS**

SL.	ITEM SPECIFICATION
01	Molto 2XL
02	Biscuits waver 60gr
03	Salted Biscuits 32gr
04	Chips 50gr
05	Juice 235ml
06	Biscuit 60gr
07	Date Biscuits 100 gm

4. **GENERAL SPECIFICATIONS**

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

- Currency: EGP
- 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 ) Or (1 Biscuit 60gr, 1 Date Biscuits 100 gm and 1 Juice 235ml )

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- 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)

## **5. 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.

## **6. 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/2016/035**
- 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