



UNHCR

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

DATE: [09/11/2016]

REQUEST FOR QUOTATION: No. RFQ/HCR/ALX/SUP/2016/044]

FOR THE SUPPLY OF [Stationery Items]

QUOTATION TO BE RECEIVED BY: [20/11/2016]

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: Stationery Items
- Quantity: 1
- **Delivery point: UNHCR Alexandria Field office**
- Delivery time (After receipt of offline PO): as soon as possible

2. SPECIFICATIONS

SL.	ITEM SPECIFICATION	QTY
1	Transparent File, U sheep, A4, 100 micron	5000
2	Box File 8cm, Hi Techno, Elefen or equivalent	150
3	Small plastic or acrylic card with number from 1 till 100, 5 different colors	500

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,
- Delivery point,
- 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 Admin assistant,
- CC: Aklilu Mathewos, mathewos@unhcr.org Admin Finance officer,
- CC: Sara Abdrabbo, 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/2016/044**
- 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

