



UNHCR

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

DATE: [08/06/2017]

REQUEST FOR QUOTATION: No. RFQ/HCR/ALX/SUP/2017/026]

FOR THE SUPPLY OF [Stationery]



QUOTATION TO BE RECEIVED BY: [18/06/2017]

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

2. SPECIFICATIONS

SL.	ITEM SPECIFICATION	QTY	Photo
01	Paper copy Packet 500 page 80GM A4 Black Target, 5 Packet per box or Equivalent	30 Box	
02	Folders File Carton 8cm, Hi Tekno, Elefen or equivalent	250 File	

Please include the following information in your quote:

- Currency: EGP
- If the price includes the new VAT applied by the government,
- Your quotation must be valid at least for [30] days,
- Delivery time,
- Payment terms,
- Validate Offer ,
- 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,
- 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/2017/026**
- 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

