



UNHCR

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

DATE: [12/09/2017]

REQUEST FOR QUOTATION: No. RFQ/HCR/ALX/SUP/2017/035]

FOR THE SUPPLY OF [Tonner]

QUOTATION TO BE RECEIVED BY: [23/09/2017]

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. **WHEREAS**, UNHCR wishes thought Offer price to purchase Tonner items

2. REQUIREMENTS

- Description: **HP Laser Jet Tonner**,
- Quantity: **4 unit**,
- Validity of offer : 30 days,
- Delivery point: UNHCR Alexandria FO., 13 Nordon St., Kafr Abdou, Sidi Gaber.,
- Delivery time (After receipt of offline PO): Preferably within one week,
- The price all inclusive
- The Companies should used the schedule below with the same specification and quantity to submit the offer, otherwise the offer will not be considered.

3. SPECIFICATIONS

SL.	ITEM SPECIFICATION	Unit	QTY	Unit Price	Total Price
01	HP LaserJet (305A) CE410A (Black)	Unit	1		
02	HP 19A Original LaserJet Imaging Drum (CF219A)	Unit	3		

4. 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,
- 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 Admin assistant,
CC: Aklilu Mathews, 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/2017/035**
- 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.

Aseer Al-Madaien, Head of Office



UNHCR Alexandria Field Office

