



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/2017/036]

FOR THE SUPPLY OF [File box 8 cm]

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 File Box 8 cm.

2. **REQUIREMENTS**

- Description: **File Box 8 cm**,
- Quantity: **300 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 | File Box 8cm Hi tekno or equivalent | file | 300 | | |

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/2017/036**
- 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