

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

DATE: [25/09/2018]

REQUEST FOR QUOTATION: No. RFQ/HCR/ALX/SUP/2018/062]

FOR Plastic IDs and Poster

QUOTATION TO BE RECEIVED BY: [10/10/2018]

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 Printing.

2. REQUIREMENTS

- Description: Plastic IDs and Banner,
- Quantity: **(250)(1)**
- Delivery point: UNHCR Alexandria FO., 13 Nordon St., Kafr Abdou, Sidi Gaber.,
- Delivery time (After receipt of offline PO): ASAP,

3. SPECIFICATIONS

SL.	ITEM SPECIFICATION	QTY	Unit	Unit Price	Total Price
01	Bibliotheca Alexandria SAVE Project IDs – Front and Back Plastic Follow the below link, https://drive.google.com/drive/folders/1ZCSNixceYFKjhS9kx96bfyHAAoiHA4mi?usp=sharing	250	Unit		
02	Bibliotheca Alexandria SAVE Project Plaza Poster 2m Width x 6m Height Design attached	1	Unit		

4. Please include the following information in your quote:

- Currency: EGP
- Your quotation must be valid at least for [30] days.
- If the price includes the new VAT applied by the government,
- Delivery time, prefer within one week or less
- Payment terms, as UNHCR terms below,
- Validity of offer , at least 30 days,
- Total Cost for goods (The price 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.

6. RFQ Submission

We would appreciate receiving your quotation,

- To: Diya El-Saies, elsaies@unhcr.org Admin assistant,
- CC: Hadir Shady, SHADY@unhcr.org Assistant Admin/Programme 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

Submitting your quotation for this RFQ will be considered as acknowledgement/agreement for the general terms and conditions mentioned in Annex B, which applies for all UNHCR procurement

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/2018/062**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Only for the supplier not register in UNHCR Please find attached in [ANNEX B] the UNHCR's General Conditions of Contracts for the Provision of [Goods and/or Services-2010] and Annex C, Vendor Registration form, You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Atsuko Furukawa, Officer in Charge



UNHCR Alexandria Field Office





إدارة المجموعات والخدمات العامة بمكتبة الإسكندرية، بالتعاون مع مبادرة SAVE
تدعوكم إلى حضور فعالية

SAVE

امدّد يد المساعدة

(أغسطس - أكتوبر ٢٠١٨)

تتضمن سلسلة من المحاضرات والأنشطة الهادفة إلى تعليم
مهارات الإسعافات الأولية وترسيخ الوعي الصحي، من خلال استعراض
ومناقشة أهم الكتب والمراجع الموجودة ضمن مقتنيات مكتبة الإسكندرية.



للاستعلام



مكتبة الإسكندرية، مكتب الاستعلامات الرئيسي بمدخل المكتبة.

داخلي: ١٥٧٥

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