



**UNHCR**

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

DATE: [16/10/2018]

REQUEST FOR QOUTATION: No. RFQ/HCR/ALX/SUP/2018/063]

FOR SUPPLY AND INSTALATION FLATBED SCANNER HP 2727

QUOTATION TO BE RECEIVED BY: [25/10/2018]

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. REQUIREMENTS**

- Description: Supply and installation **Flatbed scanner HP 2727**.
- Delivery point: UNHCR Alexandria Field office
- Delivery time (After receipt of offline PO): as soon as possible
- UNHCR reserves the right to accept / reject the lower or any or all tender received without assigning any reasons thereof.
- UNHCR reserves all the right to rate & shortlist the vendors based on their quality, quantity, period in business, infrastructure, supervision, locations, business, after sales, etc.

**2. DISCERPTION:**

UNHCR Alexandria field office request to Flatbed scanner HP 2727 belt with specification below,

SL.	ITEM SPECIFICATION	QTY	Unit
01	Supply and installation, Flatbed scanner HP 2727	01	Unit

- Find attached in ANNEX B UNHCR General Terms and Conditions for Services.
- Find attached in ANNEX C Vendor Registration Form (For non-registered companies)

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

**3. Please include the following information in your quote:**

- Currency: EGP
- If the price includes the new VAT applied by the government,
- VAT to be indicated separately,
- Your quotation must be valid at least for [30] days,
- Payment terms should be as UNHCR terms (part 4),
- Total Cost for work (all inclusive),

Please note that figures, this document, have been stated in order to enable bidder to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase these service,

#### **4. 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.

#### **5. RFQ Submission**

We would appreciate receiving your quotation with all the relevant documentation of the items provided by e-mail in PDF format to Mr. Diyaeldien Elsaies [elsaies@unhcr.org](mailto:elsaies@unhcr.org) Cc Mrs. Hadir Shady, [SHADY@unhcr.org](mailto:SHADY@unhcr.org) Assistant Admin/Programme Officer, Or hard copies at 13 Nordon St., Kafr Abdo, Sidi Gaber, Alexandria before **25/10/2018 – 16:00 hrs Alexandria local time.**

- For any inquiry regarding the Supply procedures please contact: Mob: 01271555067

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:

- **RFP/ HCR/ALX/SUP/2018/063**
- 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

