



UNHCR

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

DATE: [10/03/2019]

REQUEST FOR QUOTATION: No. RFQ/HCR/ALX/SUP/2019/007]

FOR SUPPLY DRIVER'S UNIFORM

QUOTATION TO BE RECEIVED BY: [24/03/2019]

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 Supply Driver's uniform.

2. REQUIREMENTS

- Description: Driver's uniform
- Quantity: (Two Group).
- Delivery point: UNHCR Alexandria FO., 13 Nordon St., Kafr Abdou, Sidi Gaber.,
- Delivery time (After receipt of offline PO): ASAP,
- 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.

3. SPECIFICATIONS

SL.	ITEM SPECIFICATION	QTY	Unit	Unit Price	Total Price
01	Driver's suit 3 pieces	4	Unit		
02	Shirt long sleeve, cotton	12	Unit		
03	Trouser	4	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, ASAP
- 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:

- Number of RFQ
- 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
Head of Office



UNHCR Alexandria Field Office

