



UNHCR

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

DATE: 05.08.2024

REQUEST FOR QUOTATION: No. RFQ/2024-07/BGR

FOR THE SUPPLY OF FURNITURE

QUOTATION TO BE RECEIVED BY: 16.08.2024

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950, by the United Nations General Assembly¹, requests your price quotation for the following goods specified in this Request for Quotation (RFQ).

The following annexes are integral parts of this RFQ:

- Annex A: UNHCR's General Conditions of Contracts for the Provision of Goods
- Annex B: Terms of reference (specification)
- Annex F: Supply Code of Conduct

1. Technical Requirements:

Technical details of our requirements are in Annex B. The goods you are offering must meet the requirements.

- Delivery Terms: Office location, 2 Positano, Sofia Bulgaria
- Delivery time: Please clearly mention your delivery lead time (Expected 30 Calendar Days)

2. Financial Offer: Please submit your price offer in BGN without VAT

The offer must be inclusive of costs like production, labour, overhead, other risks, transportation and assembling, etc.

Please note that figures have been stated in order to enable bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will purchase the above quantity. Quantities may vary and depend on the actual requirements and funds available regulated by issuing individual Purchase Orders.

Please note that UNHCR has tax and duty exemption status, so you shall include the following price information in your quote (without VAT):

- Currency: BGN
- Unit Cost: per item
- Total Cost for goods (all inclusive)

- Delivery time

1. ACKNOWLEDGMENT

We would appreciate you informing us of the receipt of this RFQ by return e-mail to kuzekov@unhcr.org as to:

- Your confirmation of receipt of this RFQ
- Whether or not you will be submitting a bid

2. RFQ SUBMISSION

Your quotation shall be received on or before 16.08.2024– **23:59 hrs CET** by e-mail to kuzekov@unhcr.org. Please submit your price proposal in BGN as described in Annex B. Please be aware that the proposal must be **dated, signed, and stamped** in order to be considered valid.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments, so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the **e-mail subject field**:

- **RFQ/2024-07/BGR**
- **Name of your firm/company**
- **Number of e-mails that are sent (example: 1/2, 2/2)**
- **For example: RFQ/2024-07/BGR Company ABC (email 1 of 3)**

The RFQ is divided into lots, and each lot will be evaluated separately. You can choose to bid on one or more Lots.

Your quotation must be valid at least for **30** days. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached in **ANNEX A the UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services**, which have to be acknowledged by submitting a signed copy together with your offer.

However, please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for Provision of Goods and Services.

The award of this purchase will be done to the lowest bid submitted. UNHCR reserves the right to accept the whole or part of your bid or to allow split or partial awards.

Thank you for your kind attention.

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