



UNHCR

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

DATE: 30/08/2023

REQUEST FOR QUOTATION: No. 2023/RFQ/147
FOR THE SUPPLY OF PROMOTIONAL ITEMS CEST

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 visibility items as specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

- Products and quantities requested:

Visibility Item	Total quantity
Water bottle black 800ml	5,000
Travel thermos mug with cork deco 600ml	3,000
Umbrella black 100cm	2,000
Totebag with jute decoration	3,000
Totebag simple with heart print	2,000
Notebook A/5 with cork decoration	3,000
Notebook A/5 blue PU cover	4,000
Pendrive 16 GB 2in1	1,500
Backpack supporter	1,000
Supporter cap	2,000
Supporter hoodie	1,000
Pitcher	150

- Delivery point: DAP Warehouse in Vecsés, Hungary
- Packing and Transport details, if applicable: there is no restriction on the height of the pallet or truck size.
- Samples: 2 samples are requested per product offered.
- Delivery address for samples:

UNHCR
Nepfurdo utca 22
1138 Budapest
Hungary
Attn: Mrs. Kitti Galavics, UNHCR Shop Marketing Associate

- Delivery time: as per Annex A

¹ For further information on UNHCR, please see <http://www.unhcr.org>

- All bids must include description of goods against technical specifications, and any other important details that might affect the outcome.

Find attached in ANNEX A more information about the goods required (specifications).

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 will depend on the actual requirements and funds available regulated by issuance of 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: EUR, USD or HUF
- Unit Cost: DAP Warehouse in Vecsés, Hungary
- Unit cost of all each item, total cost for quantities requested per product incl. any discount.
- Total Cost for goods (all inclusive):
- Delivery time

2. ACKNOWLEDGMENT

We would appreciate your response acknowledging the receipt of this RFQ by return e-mail to baniisma@unhcr.org as to:

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

3. RFQ SUBMISSION

Your quotation and samples shall be received before 15 Sep 2023 – 23:59 hrs CEST by e-mail in PDF format to Mohamedbashir Baniisma to baniisma@unhcr.org .

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **10 Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

- 2023/RFQ/147
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)
- For example: 2023/RFQ/147 Company ABC (email 1 of 3)

Your quotation must be valid as least for **60** days. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

The financial component will be analyzed only for those suppliers that pass the technical evaluation

All bids from technically compliant suppliers will be evaluated based on:

- Unit cost DAP Vecsés, Hungary
 - Delivery capacity and lead time.
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For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due. Annex C

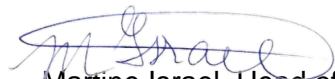
Bids will be evaluated and awarded based on technically qualified/ lowest priced offer.

Please find attached in **ANNEX B the UNHCR's General Conditions of Contracts for the Provision of Goods and Services 2018**, 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.



Martine Israel, Head of Unit (HQ Procurement)
DESS Supply Mgmt Service
UNHCR