

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

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**DATE: 28 NOVEMBER 2024**

**REQUEST FOR QUOTATION: No. RFQ/HCR/CXB/2024/039  
FOR  
THE SUPPLY AND DELIVERY OF MISCELLANEOUS ITEMS**

**QUOTATION TO BE RECEIVED BY: 04 DECEMBER 2024 BY 12:00 HRS. BST.**

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

**1. REQUIREMENTS**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Country Office, Dhaka, Bangladesh, invites qualified vendors to submit their quotations for the supply and delivery of miscellaneous items as stipulated in the in the attached **ANNEX A TECHNICAL AND FINANCIAL OFFER FORM WITH REQUIREMENTS AND SPECIFICATIONS, including delivery locations.**

Bidders are requested to provide their technical and financial offers in line with these requirements. Please complete the table provided with your offered items and associated quoted prices and **submit both signed PDF and Excel versions.**

**Bidders are strongly encouraged to submit their quotation for all items, however partial offer will be accepted.**

**Bidder to submit the following documents for eligibility assessment:**

- Trade License 2024 - 2025
- TIN certificate
- VAT certificate
- Vendor Registration Form (Annex D) with signature

Please note that UNHCR has tax and duty exemption status.

**UNHCR is exempted from all direct taxes and customs duties. Quoted rates shall be provided without VAT but the VAT amount shall be separately indicated. Suppliers mentioning VAT in their offer shall submit VAT registration documents, otherwise VAT component will not be accepted.**



For VAT payment, awarded supplier will provide UNHCR with invoice, waybill, completed Mushak 6.3 template, treasury challan signed/attested by Bank/VAT authorities, and money receipt.

## **2. REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to [BGDCOSUP@UNHCR.ORG](mailto:BGDCOSUP@UNHCR.ORG) with subject line of the e-mail "RFQ/HCR/CXB/2024/039 Request for Clarification". The deadline for receipt of questions is 12:00 hrs BST on 02 December 2024. Bidders are requested to keep all questions concise.

UNHCR will reply to the questions received as soon as possible by email to all interested bidders.

## **3. RFQ SUBMISSION**

Offers must bear your official letterhead clearly identifying your company's credentials.

We would appreciate receiving your quotation **on or before 4 December 2024 by 12:00 hrs BST** through the following manner of submission:

**By e-mail** in PDF format to [BGDCOSUP@UNHCR.ORG](mailto:BGDCOSUP@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 **[20] Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail:

- RFQ/HCR/CXB/2024/039
- Name of your firm
- Number of e-mails that are sent

**Subject:** RFQ/HCR/CXB/2024/039 Miscellaneous Items.

**Your quotation must be valid for at least sixty (60) days.**

## **4. TERMS OF PAYMENT**

Payment will be made in accordance to the UNHCR General Conditions of Contract. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods and



acceptance thereof by UNHCR, presentation of original invoice and delivery note in good order.

**5. UNHCR GENERAL CONDITIONS OF CONTRACT FOR THE PROVISION OF GOODS**

The UNHCR General Conditions of Contract for the Provision of Goods can be found as **Annex B**. Please note that submitting an offer is deemed to be full acceptance of the GCCs.

**6. UN SUPPLIER CODE OF CONDUCT**

UN Supplier Code of Conduct can be found as **Annex C**. Please note that submitting an offer is deemed as full acceptance of the UN Supplier Code of Conduct.

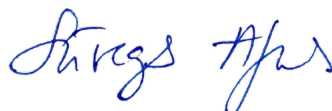
**7. VENDOR REGISTRATION FORM**

If your company is not yet registered with UNHCR, you must fill in, sign and return with your offer the UNHCR Vendor Registration Form attached as **Annex D**. If your company is already registered with UNHCR, please submit **Annex D** as blank, stipulating your UNHCR vendor ID on the form.

The purchase will be awarded to the lowest priced, technically acceptable offer, meeting UNHCR's requirements and technical specification.

**UNHCR reserves the right to accept the whole or part of your bid or to allow split or partial awards.**

Thank you for your interest in doing business with UNHCR.



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Agnes Suveges  
Associate Supply Officer  
Supply Unit  
UNHCR Cox's Bazar