



UNHCR

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

DATE: 09/07/2021

REQUEST FOR QUOTATION: No. RFQ-RSA-2021-016

**FOR THE SUPPLY AND DELIVERY OF NON-FOOD SUPPLIES FOR UNHCR'S DUKWI
REFUGEE SETTLEMENT IN BOTSWANA**

QUOTATION TO BE RECEIVED BY: 25/07/2021 COB

The United Nations High Commissioner for Refugees (UNHCR)- South Africa Multi-Country Office (SAMCO) is requesting your price quotation for the following **service** specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

Description: **maintenance of Canon multi-functional printers as detailed in the ToR - ANNEX A**

For Services:

- Service Delivery points:
 - o UNHCR Office in Pretoria, South Africa
 - o UNHCR Office in Cape town, South Africa

Find attached in ANNEX A more information about UNHCR's requirements (terms of reference).

2. TENDER PACKAGE

Your offer shall comprise of:

- a) Technical Offer as per Annex B (Technical offer form) by responding to each of the question therein and attaching any added documentation as required.
- b) Financial offer as per Annex C (technical offer form) by completing the form

Please include the following price information in your quote (without VAT):

- Currency:
- Unit Cost:
- Cost of all services:
- Additional charge, if any (please specify):
- Total Cost for services (all inclusive):

Please note that UNHCR has tax and duty exemption status.

- c) Vendor registration Form (Annex D) by completing the form as appropriate
- d) Acknowledgement of UNHCR's terms and conditions for provision of services (Annex E) by returning a signed version of the same.

3. RFQ SUBMISSION

We would appreciate receiving your quotation on or before **25/07/2021 – COB** by e-mail in PDF format to RSAPRSUP@unhcr.org. Should you have any requestions for clarifications, please address them to the same email before the proposal submission deadline.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **18 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:

- RFQ-RSA-2021-011
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

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

Please find attached in ANNEX B the UNHCR's General Conditions of Contracts for the Provision of Goods. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Aman Aligo,
Supply Officer
Southern Africa Multi-Country Office, Pretoria
