
DATE: 10/12/2021

REQUEST FOR QUOTATION: RFQ/HCR/AA/2021/072

**FOR THE SUPPLY AND DELIVERY OF KYOCERA MACHINE AND TONERS FOR
UNHCR ADDIS ABABA COUNTRY OFFICE**

**QUOTATION TO BE RECEIVED BY: 14/12/2021, 23:59 HRS AM ETHIOPIAN TIME
LOCAL SUPPLIERS ONLY**

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 supply and Delivery of KYOCERA machine and toners for UNHCR Addis Ababa Country Office as specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

For the supply and Delivery of office ICT items as per Annex B

For Goods:

- Quantity: As per Annex B
- Delivery point: DAP UNHCR Kality Warehouse in Addis Ababa.

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

- Currency: Ethiopian Birr
- Unit Cost:
- Cost of all items/goods:
- Additional charge, if any (please specify):
- Total Cost for goods (all inclusive):

Please note that UNHCR has tax and duty exemption status.

2. YOUR OFFER

i. Supplier Registration/technical requirement:

- Acknowledgement of UNHCR's General Terms and Conditions for the provision of Goods (annex A)
- Submission of the Vendor Registration Form Annex C
- Acknowledgement of UN Supplier Code of Conduct (Annex D)
- Compliance to Specifications- Annex B

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

3. RFQ Submission

We would appreciate receiving your quotation on or before **14/12/2021 – 23:59 HRs LOCAL TIME** by e-mail in PDF format to ETHADSMS@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 subject field:

- RFQ/HCR/AA/2021/072
- 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 A the UNHCR's General Conditions of Contracts for the Provision of Goods-2018, ANNEX B Financial proposal form, Annex C, Vendor registration form ANNEX D: Supplier code of conduct. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Asmaa Boukhait



Supply Officer
UNHCR Country Office in Ethiopia