

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

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**DATE: 05/11/2020**

**REQUEST FOR QUOTATION: No. 20/IRNTE/RFQ/012**

**Sport (GYM) Required Equipment**

**QUOTATION TO BE RECEIVED BY: 14/11/2020 End of Working Day**

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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<sup>1</sup>, requests your price quotation for the **Sport (GYM) equipment** specified in this Request for Quotation (RFQ).

## **1. REQUIREMENTS**

### **Description and Quantity:**

Item Description: Sport Equipment for UNHCR Tehran GYM.

Detailed Specification: Please refer to attached annex "A".

Quantity: Please refer to attached annex "A".

Delivery point: UNHCR Office in Tehran at No. 3, East Emdad Alley, North Shieykh Bahae, Vanak.  
– Roof top (6<sup>th</sup> floor)

### **Note:**

- Please provide detailed information, specification of the proposed equipment in the attached Annex "B Technical Offer Form.
- Please provide your financial offer using the attached **Annex "C"**, Financial Offer Form.
- The selected bidder will be responsible to deliver the goods to UNHCR Tehran Office – Roof top.
- UNHCR will consider offers for partial list of items in the RFQ from responding vendors and may decide on partial award.
- The selected bidders will be responsible for installation and relevant training (if required) of the equipment at the UNHCR Tehran GYM.
- **Please indicate delivery lead time in your proposal.**
- Payment will be within 30 days after delivery/installation and subject to receipt of complete documents.
- Your offer should be all-inclusive of related costs and VAT. (In case of requesting for VAT, your quotes must be accompanied with the VAT registration certificate).

## **2. RFQ SUBMISSION**

We would appreciate receiving your quotation on or before Saturday **14/11/2020 – End of Working Day** to be submitted to UNHCR via e-mail to [RAHDAR@UNHCR.ORG](mailto:RAHDAR@UNHCR.ORG) and [SEPEHRI@UNHCR.ORG](mailto:SEPEHRI@UNHCR.ORG) copy to [GEORGESZ@UNHCR.ORG](mailto:GEORGESZ@UNHCR.ORG).

Please indicate in the subject of your e-mail the reference code of this RFQ which is 20/IRNTE/RFQ/012.

The quotes must be fully signed and stamped on the technical and financial offer.

Your quotation must be valid as least for 30 days from 14/11/2020. The standard payment terms of UNHCR is net 30 days of receipt of accurate invoice upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached in the UNHCR's General Conditions of Contracts for the Provision of Goods. By responding to this RFQ you confirm that you accept them.

Thank you for your kind attention.

Dayan Georgesz,  
Associate Supply Officer

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