

**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/011**

**XERROX COPY MACHINE AND RELATED CONSUMABLES**

**QUOTATION TO BE RECEIVED BY: Saturday 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 Xerox copy machine and related consumables specified in this Request for Quotation (RFQ).

## **1. REQUIREMENTS**

### **Description and Quantity:**

Item Description: Xerox copy machine and related consumables

Detailed Specification: Please refer to attached Annex "A" of this RFQ. Suppliers are requested to quote only for genuine machines and consumables.

Quantity: Please refer to attached Annex "A" of this RFQ.

### **Note:**

- UNHCR will consider offers for partial list of items in the RFQ from responding vendors and may decide on partial award
- Please provide your financial offer using the attached **Annexes "A"**.
- **Please indicate delivery lead time in your proposal.**
- **Please indicate Guarantee/Warranty period and after sales services in your proposal.**
- Payment will be after delivery.
- 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).
- All items under this RFQ should be delivered to UNHCR Iran offices as per below table by the selected supplier. Therefore, your offer should be included with the related cost for transportation.

Delivery Destination محل ارسال						
Description	Tehran تهران	Mashad مشهد	Dogharoun دوغارون	Kerman کرمان	Shiraz شیراز	Total جمع
Xerox multifunctional printer	4	2	1	1	0	8
Xerox Toner 8035 Color set	14	6	2	2	6	30
Xerox Toner 8035 Black only	10	3	4	2	3	22
Xerox Drum 8035	4	4	4	4	4	20
Xerox Fuser	1	1	1	1	1	5
Xerox Waste Container	0	0	0	1	0	1

## 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/011.

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

Your quotation must be valid for at least 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