



# UNHCR

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

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**Date: 06 November 2020**

**REQUEST FOR QUOTATION: No. 071/HCR/KIGALI/2020**

**SUPPLY OF ROOFING SHEETS**

**QUOTATION TO BE RECEIVED BY: 10/11/2020 17:00 HRS**

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 supply of roofing sheets, as specified in this Request for Quotation.

## 1. Requirements

**Description:** Supply of corrugated roofing sheets (coated Aluminium-Zinc- Silicon BG 30 3m x 0.9)

### **Important:**

- Please include the price information in your quote (without VAT) as per **Annex A (Financial Offer Form with Technical Requirements)**;
- INCOTERMS: DAP, UNHCR Warehouse at Gahanga, Kicukiro District;
- Currency: Rwanda Francs (**RWF**);
- Your quotation must be valid at least for **30 days**;
- The standard payment terms of UNHCR is net 30 days upon satisfactory receipt of the goods meeting the specifications.

## 2. RFQ DOCUMENTS-ANNEXES

**The following annexes form are an integral part of this RFQ:**

- Annex A – Financial Offer Form
- Annex B - [Vendor Registration form](#)
- Annex C - [General Conditions of Contracts for the Provision of Goods](#)
- Annex D - [UN Supplier Code of Conduct](#)

**Please note that submitting an offer is deemed as acceptance of both Annex C and Annex D.**

## 3. Offer Submission

Your Offer shall be prepared in English.

Please submit your offer using the submission template provided (Annex A). It should conform to the requirements and contain all information required. The offers not conforming to the requested format will not be taken into consideration for evaluation.

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

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We would appreciate receiving your quotation on or before **10<sup>th</sup> November 2020, 17:00 HRS Local Kigali** by return only to email: [RWAKISUP@UNHCR.ORG](mailto:RWAKISUP@UNHCR.ORG).

Please know the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **[8] 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 Number: **No. 071/HCR/KIGALI/2020**
- Name of your firm:
- Number of e-mails that are sent (example: 1/2, 2/2)

**Bids received after the deadline for submission of bids and bids transmitted in any other manner than those indicated above may not be considered.**

Information provided by the bidder will constitute the basis for eventual purchase order(s). UNHCR may, at its discretion, extend the deadline for the submission of proposals, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Your quotation must be valid at 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.

Thank you for your kind attention.

**Aliou Haidara,  
Supply Officer,  
UNCR Office in Kigali**



Digitally signed by Aliou Haidara,  
Supply Officer, UNHCR CO Kigali  
Date: 05.11.2020

**ANNEX A: FINANCIAL PROPOSAL FORM****RFQ No 071/HCR/KIGALI/2020 – SUPPLY OF IRON SHEETS****BIDDER'S NAME:** \_\_\_\_\_**Proposed Delivery Date/Period:** \_\_\_\_\_

PRICE QUOTED MUST BE EXCLUSIVE OF VAT

| Item   | Description (Specification)   | UoM | Qty    | Unit Cost (RWF) | Total Cost (RWF) |
|--|---|-----|--------|-----------------|------------------|
| 1  | Corrugated roofing sheets (coated Alumimun-Zinc- Silicon BG 30 3m x 0. 9) | EA  | 10,000 |                 |                  |
| <b>TOTAL COST (RWF) VAT Excluded, DAP, UNHCR warehouse at Gahanga, Kicukiro District</b> |   |     |        |                 |                  |

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

IN THE CAPACITY OF: \_\_\_\_\_

DULY AUTHORIZED TO  
SIGN BID FOR AND ON BEHALF OF: \_\_\_\_\_

OFFICIAL STAMP:

*AH*