



# 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. 072/HCR/KIGALI/2020**

**SUPPLY OF CONSTRUCTION NAILS**

**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 construction nails, as specified in this Request for Quotation.

## 1. Requirements

**Description:** Supply of construction nails:

- Galvanised roofing nails,
- Ordinary Nails of 12 cm,
- Ordinary Nails of 15 cm.

### **Important:**

- Please include the price information in your quote (without VAT) as per **Annex A (Financial Offer Form, that includes the 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 Forms
- 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**

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

### 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.

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. 072/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 072/HCR/KIGALI/2020 – SUPPLY OF CONSTRUCTION NAILS****BIDDER'S NAME:** \_\_\_\_\_**Proposed Delivery Date/Period:** \_\_\_\_\_

PRICE QUOTED MUST BE EXCLUSIVE OF VAT

<b>Item</b>	<b>Description (Specification)</b>	<b>UoM</b>	<b>Qty</b>	<b>Unit Cost (RWF),</b>	<b>Total Cost (RWF)</b>
1	Galvanised roofing nails	KG	1,500		
2	Ordinary Nails of 12 cm	KG	1,500		
3	Ordinary Nails of 15 cm	KG	500		
<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*