

**DATE: 22/11/2017**

**REQUEST FOR QUOTATION: No. RFQ/097-2017**

**PROVISION OF RENOVATION WORKS FOR MIGRANT CENTER AND COUNCIL IN KECIOREN  
QUOTATION TO BE RECEIVED BY: 29/11/2017 COB**

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 Provision of Renovation Works for Migrant Center and Council in Kecioren as specified in this Request for Quotation (RFQ).

## **1. REQUIREMENTS**

- Please provide following information in your Annex-B Technical Offer Form:
  - o Brand of the proposed materials
  - o Completion of the required works and overall completion of works (in days)

Find attached in ANNEX-A more information about the works required (Bill of Quantities and specifications)

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

- Currency: TRY or USD
- Total Cost for the proposed materials and works (all inclusive – including but not limited to: Transportation / Handling / Loading / Unloading / Installation, etc.).

**Please note that UNHCR has tax and duty exemption status.**

## **2. RFQ SUBMISSION**

We would appreciate receiving your quotation on or before **29/11/2017 - COB Local Time** by e-mail in PDF format to [MISE@unhcr.org](mailto:MISE@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 **[5] Mb** so it may be necessary to send more than one e-mail for the whole submission.

Your e-mail must include following documents:

- Annex B–Technical Offer Form - signed and stamped
- Annex C–Financial Offer Form - signed and stamped
- Annex D–UNHCR's General Conditions of Contracts for the Provision of Goods and Services-2010.

Your quotation must be valid as least for 60 days. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of services and acceptance thereof by UNHCR. Please find attached in ANNEX D the UNHCR's General Conditions of Contracts for the Provision of Goods and Services-2010. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

  
Mr. Hassan Abdalla  
Snr. Supply Officer  
UNHCR CO, Ankara, TURKEY



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