



UNHCR

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

DATE: 28/03/2023

REQUEST FOR QUOTATION: No. RFQ/2023-02/BGR

FOR PURCHASE OF TABLETS

QUOTATION TO BE RECEIVED BY: ASAP

The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950 by the United Nations General Assembly¹, requests your price quotation for the services specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

- Description of requested services:
 - **Purchase of 7 i-phones with 7 chargers, 7 power banks and 10 cordless headsets for the needs of UNHCR Bulgaria**

Please find attached in ANNEX B – Terms of Reference, technical specifications, other details and information on preparation of proposal.

Please submit your questions related to this RFQ in writing to rizova@unhcr.org

Please submit your questions related to this RFQ to Neviana Rizova, Snr. Finance Assistant at rizova@unhcr.org.

2. RFQ Submission

Please submit your price proposal in BGN as described in Annex B. Please be aware that the proposal must be **dated, signed, and stamped** to be considered valid.

We will appreciate it very much, if you can submit your proposal ASAP and before before 9/3/2023 by e-mail to rizova@unhcr.org.

Please know that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **[20] 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/2023-03/BGR
- Name of your company
- Number of e-mails that are sent (example: 1/2, 2/2)

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



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.

Please find attached in ANNEX A the **UNHCR's General Conditions of Contracts** for the Provision of Services-2010 which have to be acknowledged by submitting a signed copy together with your offer.

Please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for Provision of Goods and Services.

The award of this order will be done to the lowest and most compliant bid submitted. UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial awards.

Thank you for your kind attention,

Neviana Rizova

Snr. Finance Assistant, UNHCR Bulgaria
