



# UNHCR

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

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**DATE: 23 November 2022**

**REQUEST FOR QUOTATION: No. HCR/SC/HUNBU/2022/024**  
**FOR THE SUPPLY AND DELIVERY OF RESCUE SHEETS / HEATSHEETS EMERGENCY**  
**BLANKETS TO THE UNHCR OFFICE IN BUDAPEST HUNGARY**  
**QUOTATION TO BE RECEIVED BY: 28 November 2022 by 17:00 Hours CET**

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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 supply and delivery of rescue/heat sheet emergency blankets to the UNHCR office in Hungary, as specified in this Request for Quotation (RFQ).

## 1. REQUIREMENTS

**Description of Items:** Rescue sheets / Heat sheets emergency blankets

Specifications

- Material: Plastic, metalized with aluminum
- Measures: 160 x 210 cm
- Color: Gold/Silver
- Weight: min. 60 g
- No branding

**Quantities:** 10,000 pcs

**Delivery Place:** Üllő, Hungary

**Delivery period:** after receipt of a Purchase Order within 10 working days

### **Alternative Products:**

If you have an alternative product(s) that fulfill the same function or offers better performance in terms of quality, cost-effectiveness, environmental impact, etc. we would like to ask you to include them in your offer and provide the details separately.

Notify us of the following information in your offer.

Delivery Period: \_\_\_\_\_

Offer Validity: \_\_\_\_\_

Payment Terms: \_\_\_\_\_

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

**Currency: HUF**

**Incoterms: Delivery at the named place (DAP)**

**NOTE:** The cost of preparing a bid and negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

**Delivery Address:**

\_\_\_\_\_

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

**Warehouse:**

Kuehne & Nagel  
Ullo 1 and Ullo 3 CTPark Budapest East  
Zöldmező utca  
2225 Üllő  
Hungary

Additional fees, if any (please specify)

Submit your detailed offer with our RFQ form duly signed and stamped. In case of an error in the total, the UNIT price will be considered for calculation.

**Note:** UNHCR has tax and duty exemption status.

**RFQ Submission**

We would appreciate receiving your quotation duly signed and stamped on or before **Monday, 28 November 2022 – 17:00 hrs CET** in PDF format via e-mail to [hunbusupplyunit@unhcr.org](mailto:hunbusupplyunit@unhcr.org).

The quotations must be accompanied by the below-mentioned documents.

1. Company registration certificate
2. Acceptance of UNHCR general conditions for the provision of Goods (July – 2018)
3. Tax registration certificate
4. Duly filled UNHCR vendor registration form. If you are a registered vendor with UNHCR, just provide the UNHCR vendor registration ID.

Please be aware of the fact that the e-mail policy employed by UNHCR limits **the size of received emails (attachments and body email) 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/SC/HUNBU/2022/024
- Name of your company
- Number of e-mails that are sent (example: 1/2, 2/2, 3/3)

**IMPORTANT NOTES for the submission:**

1. Offers can be submitted electronically via email to [hunbusupplyunit@unhcr.org](mailto:hunbusupplyunit@unhcr.org).
2. Format: Your offer should be sent to the above-mentioned email address in PDF files (Preferred) signed and stamped.
3. No document downloading links are accepted. All documents must be attached to the emails.
4. If the supplier is uploading a number of small files, please zip the files into a ZIP folder and upload the folder instead of each file individually.
5. All files must be free of viruses and not corrupted in case of online submission through email.
6. UNHCR reserves the right to accept or reject any offers that are not following the email submission instructions
7. UNHCR may also request **SAMPLES** from the potential suppliers which can be returned if the offer of the supplier is found not to be reasonable.

You are kindly asked to hold your quotation valid for at least **60** days.

UNHCR is not obliged to award a contract for the requested goods/services and may increase or decrease the quantities based on the actual needs and availability of the budget.

The standard payment terms of UNHCR are net **30** days upon satisfactory delivery of goods and acceptance thereof by UNHCR.


Please find attached in ANNEX C, the UNHCR's General Conditions of Contracts for the purchase of goods of July 2018 and Annex D, the UNHCR's vendor registration document that can be filled and submitted with the offer. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.



Syed Shabbir Hussain,  
Supply Officer

UNHCR Representation for Central Europe

ANNEX A – DETAILED SPECIFICATION OF HEAT SHEETS				
<b>REQUEST FOR QUOTATION: No. HCR/SC/HUNBU/2022/024</b> <b>FOR THE SUPPLY AND DELIVERY OF RESCUE SHEETS / HEATSHEETS EMERGENCY BLANKETS TO THE UNHCR OFFICE IN BUDAPEST HUNGARY</b> <b>QUOTATION TO BE RECEIVED BY: 28 November 2022 by 17:00 Hours CET</b>				
No.	Description of Goods	UoM	Qty	Picture / Samples
1	RESCUE SHEETS / HEATSHEETS EMERGENCY BLANKETS • Material: Plastic, metalized with aluminium • Measures: 160 x 210 cm • Color: Gold/Silver • Weight: min. 60 g • No branding	Each	10,000	

ANNEX B – PRICE PROPOSAL SHEET					
<b>REQUEST FOR QUOTATION: No. HCR/SC/HUNBU/2022/024</b> <b>FOR THE SUPPLY AND DELIVERY OF RESCUE SHEETS / HEATSHEETS EMERGENCY BLANKETS TO THE UNHCR OFFICE IN BUDAPEST HUNGARY</b> <b>QUOTATION TO BE RECEIVED BY: 28 November 2022 by 17:00 Hours CET</b>					
No.	Description of Goods	UoM	Qty	Unit Price	Total Price
1	RESCUE SHEETS / HEATSHEETS EMERGENCY BLANKETS • Material: Plastic, metalized with aluminium • Measures: 160 x 210 cm • Color: Gold/Silver • Weight: min. 60 g • No branding	Each	10,000		
<b>Grand Total:</b>					

Name of Bidder: \_\_\_\_\_ Designation: \_\_\_\_\_

Telephone No \_\_\_\_\_ Email Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Company Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachments:**

- Annex A: Detailed Specification of the required item
- Annex B: Price Proposal Sheet
- Annex C: UNHCR General Conditions of Contract for the Provision of Goods 2018
- Annex D: Vendor Registration Form (for suppliers not yet registered with UNHCR)
- Annex E: UN Supplier Code of Conduct