



# UNHCR

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

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**DATE: 19 October 2023**

**REQUEST FOR QUOTATION: No. HCR/SC/HUNBU/2023/007**  
**FOR THE SUPPLY AND DELIVERY OF WINTER KIT ITEMS TO THE UNHCR**  
**WAREHOUSE IN BUDAPEST HUNGARY**

**QUOTATION TO BE RECEIVED BY: 05 November 2023 by 17:00 Hours CET**

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## **INTRODUCTION TO UNHCR**

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950, by the United Nations General Assembly. The agency is mandated to lead and coordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has the mandate to help stateless people.

### **1. REQUIREMENTS**

UNHCR Representation for Central Europe (RCE), a Multi-country office in Budapest would like to request offers for the supply and delivery of winter items for its operation in Slovakia and Slovenia.

UNHCR RCE needs firm offers from duly registered companies having experience in sale of winter items. A detailed description/specification of each item per winter kit is given in [Annex A].

**Quantities:** Miscellaneous (As per the required winter items)

**Delivery Place:** UNHCR Warehouse, Kuehne + Nagel Kft. CT Park Budapest East  
Zöldmező utca 2225 Üllő , Hungary

**Delivery period:** After receipt of a Purchase Order within 14 working days

Find see below **ANNEX A** has detailed information and pictures of the requirements for each item in the winter kit. **Please note that the pictures given for each item is for illustration and understanding purposes and the items do not require to be of the same brand, type or color.**

Your offer shall be prepared in English. In case of an error in the total price, the UNIT price will be considered for calculation.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration. Your offer should be exclusive of all direct taxes and duties. The company should provide the rates for the whole/partial requirement in Annex B and notify us of the following information in your offer.

#### **Alternative Products:**

If you have an alternative product(s) that fulfill the same requirement 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: \_\_\_\_\_

Production & delivery timeline: \_\_\_\_\_

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

Please include the following price information in your quote (without VAT): Additional fees, if any (please specify)

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

**Currency:** HUF / EUR

**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:**

**UNHCR Warehouse:** UNHCR Warehouse, Kuehne + Nagel Kft. CT Park Budapest East  
Zöldmező utca 2225 Üllő , Hungary

**REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to [hunbusupplyunit@unhcr.org](mailto:hunbusupplyunit@unhcr.org). The deadline for receipt of questions is 17:00 hrs CET on **30 October 2023**. Bidders are requested to keep all questions concise.

**RFQ Submission**

We would appreciate receiving your quotation duly signed and stamped on or before **Sunday, 05 November 2023 – 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 Profile (**Mandatory**)
2. Company registration certificate – minimum 03 years in Business (**Mandatory**)
3. UNHCR Price Proposal Sheet (Annex – B) (**Mandatory**)
4. Acceptance of UNHCR general conditions for the provision of Goods (July – 2018) (**Mandatory**)
5. Tax registration certificate (**Mandatory**)
6. Duly filled UNHCR vendor registration form. If you are a registered vendor with UNHCR, just provide the UNHCR vendor registration ID.
7. Production & delivery timeline (**Mandatory**)

Your offer/quotation along with the above-mentioned mandatory documents must be duly signed and stamped with the date sent via email to [hunbusupplyunit@unhcr.org](mailto:hunbusupplyunit@unhcr.org) with a subject line **[No. RFQ/HCR/HUNBU/SUP/2023/007]** or handed over by hand or sent via courier to the below UNHCR office address on or before the closing date and time.

**SUPPLY CHAIN UNIT,**

UNHCR Representation for Central Europe,  
Multi-country office, Budapest  
Felvinci ut 27, 1022, Budapest – Hungary

**IMPORTANT:** Quotations that are otherwise addressed and/or copied or sent to other addresses or individuals other than the above-mentioned Supply dedicated email address or unless otherwise advised, will be marked invalid and not considered for evaluation.

**QUOTATION TO BE RECEIVED BY: 05 November 2023 i.e. Sunday by 1700 Hrs.**

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.

**IMPORTANT NOTES for the submission:**

1. Offers can be submitted electronically via email to [hunbusupplyunit@unhcr.org](mailto:hunbusupplyunit@unhcr.org). Please indicate in the e-mail subject field:
  - RFQ/SC/HUNBU/2023/007
  - Name of your company
  - Number of e-mails that are sent (example: 1/2, 2/2, 3/3)
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. Partial offers from the suppliers are accepted.
8. 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.
9. UNHCR may also split the award based on **the lowest cost and required quality** per winter kit items and award contracts to one or more suppliers.

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 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 WINTER KITS				
<b>REQUEST FOR QUOTATION: No. HCR/SC/HUNBU/2023/007</b> <b>FOR THE SUPPLY AND DELIVERY OF WINTER KIT ITEMS TO THE UNHCR WAREHOUSE IN BUDAPEST HUNGARY</b> <b>QUOTATION TO BE RECEIVED BY: 05 November 2023 by 17:00 Hours CET</b>				
No.	Description of Goods	Size	Qty	Picture / Samples
1	<b>Winter Jacket – men’s (lightweight)</b> Outer: Nylon, Polyester, or a mix of those Inner: 100% polyester Colour: Any colour Machine wash <b>Features:</b> •Zip closure •Water-repellent exterior •breathable, and windproof membrane technology •Hoody style with faux fur trim •Thick inner lining suitable for winter temperatures - Thermoguard insulation (sub-zero) <b>•Required length: covering the hip, until mid-thigh</b>	S	300	
		M	250	
		L	150	
2	<b>Winter Jacket – Women’s (lightweight)</b> Outer: Nylon, Polyester, or a mix of those Inner: 100% polyester Colour: Any colour Machine wash <b>Features:</b> •Zip closure •Water-repellent exterior •breathable, and windproof membrane technology •Hoody style with faux fur trim •Thick inner lining suitable for winter temperatures -Thermoguard insulation (sub-zero) <b>•Required length: covering the hip, until mid-thigh</b>	S	100	
		M	100	
		L	50	
3	<b>Winter Jacket – Children (lightweight)</b> Outer: Nylon, Polyester, or a mix of those Inner: 100% polyester Colour: Any colour Machine wash <b>Features:</b> •Zip closure •Water-repellent exterior	128 CM	100	

	<ul style="list-style-type: none"> <li>•breathable, and windproof membrane technology</li> <li>•Hoody style with faux fur trim</li> <li>•Thick inner lining suitable for winter temperatures -Thermoguard insulation (sub-zero)</li> </ul> <p><b>•Required length: covering the hip, until mid-thigh</b></p>	140 CM	150	
4	<p><b>Rubber slides</b>  Material: Rubber or synthetic material  UPPER: 100% Synthetic  ~OUTSOLE: 100% Ethylene-Vinyl Acetate (EVA)  Colour: Any colour  Closure: Slip-on (Open-toe style)  Heel type: Flat  Heel Height: 1.5 to 2.5 cm  Shoe Width: medium  Soft and Light and widely used for all seasons, indoor, bedroom, bathroom, living room, spa, gym beach, swimming pool, leisure, etc.</p>	EU size 39	400	
		EU size 40	400	
		EU size 41	200	
5	<p><b>Men's winter shoes</b>  Outer: synthetic waterproof or water-repellent material  Sole: rubber (non-slip)  Inner: Synthetic/faux fur or cotton/polyester blend  Colour: Any colour  Closure: Lace-up  Heel Hight: 2.5 – 3 cm  Heel Type: Flat  Shoe Width: Medium  Wear-resistant and non-slip  Suitable for various occasions</p>	EU size 39	300	
		EU size 40	450	
		EU size 41	450	
		EU size 42	250	
6	<p><b>Women's winter shoes</b>  Outer: synthetic waterproof or water-repellent material  Sole: rubber (non-slip)  Inner: Synthetic/faux fur or cotton/polyester blend  Colour: Any colour  Closure: Lace-up  Heel Hight: 2.5 – 3 cm  Heel Type: Flat  Shoe Width: Medium  Wear-resistant and non-slip  Suitable for various occasions</p>	EU size 36	50	
		EU size 37	50	
		EU size 38	100	
		EU size 39	50	
7	<p><b>Children's winter shoes</b>  Outer: synthetic waterproof or water-repellent material  Sole: rubber (non-slip)  Inner: Synthetic/faux fur or cotton/polyester blend  Colour: Any colour  Closure: Lace-up  Heel Hight: 2.5 – 3 cm</p>	EU size 32	50	
		EU size 33	50	
		EU size 34	50	



	<p>Heel Type: Flat          Shoe Width: Medium          Wear-resistant and non-slip          Suitable for various occasions</p>	EU size 35	50	
8	<p><b>Large size Men's socks</b>          Material: cotton or polyester or a blend. At least 50% cotton          Elastic Cuffs          Thick and warm          Durable Toe          Anti-skidding          Machine wash          Colour: Any colour</p>	EU size 39	1,500	
		EU size 40	1,500	
		EU size 41	1,300	
9	<p><b>Large size Women's socks</b>          Material: cotton or polyester or a blend. At least 50% cotton          Elastic Cuffs          Thick and warm          Durable Toe          Anti-skidding          Machine wash          Colour: Any colour</p>	EU size 36	200	
		EU size 37	200	
		EU size 38	200	
10	<p><b>Large size Children's socks</b>          Material: cotton or polyester or a blend. At least 50% cotton          Elastic Cuffs          Thick and warm          Durable Toe          Anti-skidding          Machine wash          Colour: Any colour</p>	EU size 32	200	
		EU size 33	200	
		EU size 34	200	
11	<p><b>Men's hats</b>          Material: Cotton, polyester, or a blend, at least 70% cotton          Made of high-quality stretchable and durable materials, soft, lightweight, and breathable.          Machine wash          Reduce pressure on ears.          Suitable for various head circumferences          Colour: Any colour</p>	Unisize	100	
12	<p><b>Women's hats</b>          Material: Cotton, polyester, or a blend, at least 70% cotton          Made of high-quality stretchable and durable materials, soft, lightweight, and breathable.          Machine wash          Reduce pressure on ears.          Suitable for various head circumferences          Colour: Any colour</p>	Unisize	200	
13	<p><b>Children's hats</b>          Material: Cotton, polyester, or a blend, at least 70% cotton          Made of high-quality stretchable and durable materials, soft, lightweight, and breathable.          Machine wash          Reduce pressure on ears.</p>	Unisize	300	

	Suitable for various head circumferences Colour: Any colour			
14	<b>Men's gloves</b> Material: Cotton, polyester, or a blend, a double-layered thermal design. At least 70% cotton Machine/hand wash only Fastening: Pull on Full fingers Full palm non-slip Windproof One size fits all Thickened elastic cuff. Touchscreen gloves (optional) Colour: Any colour	Unisize	100	
15	<b>Women's gloves</b> Material: Cotton, polyester, or a blend, a double-layered thermal design. At least 70% cotton Machine/hand wash only Fastening: Pull on Full fingers Full palm non-slip Windproof One size fits all Thickened elastic cuff. Touchscreen gloves (optional) Colour: Any colour	Unisize	200	
16	<b>Women's underwear</b> Shape: boxers or trunks Material: 95% cotton- 5% Elastane Machine wash Fastening: No closure/Pull on/button Lightweight, breathable ribbed knot light and soft perfect fit super comfortable Elasticated waistband Colour: any colour	S	110	
		M	100	
17	<b>Women Sweaters / Jumpers (Crew/V- neck)</b> Long-sleeved Material: wool/cotton/polyester or blend. At least 50% cotton/wool Breathable Soft, thick, warm, durable Machine wash Fastening: Pull on Regular Fitted Ribbed cuffs Ribbed Hems Colour: any colour	S	100	
		M	100	
		L	50	

18	<b>Children's Sweaters / Jumpers (Crew/V- neck)</b> Long-sleeved Material: wool/cotton/polyester or blend. At least 50% cotton/wool Breathable Soft, thick, warm, durable Machine wash Fastening: Pull on Regular Fitted Ribbed cuffs Ribbed Hems Colour: any colour	128 cm	100	
		140 cm	100	



ANNEX B – PRICE PROPOSAL SHEET					
<b>REQUEST FOR QUOTATION: No. HCR/SC/HUNBU/2023/007</b> <b>FOR THE SUPPLY AND DELIVERY OF WINTER KIT ITEMS TO THE UNHCR WAREHOUSE IN BUDAPEST HUNGARY</b> <b>QUOTATION TO BE RECEIVED BY: 05 November 2023 by 17:00 Hours CET</b>					
No.	Description of Goods	Size	Qty	Unit Price	Total Price
1	Winter Jacket – men’s (lightweight)	S	300		
		M	250		
		L	150		
2	Winter Jacket – Women’s (lightweight)	S	100		
		M	100		
		L	50		
3	Winter Jacket – Children (lightweight)	128 CM	100		
		140 CM	150		
4	Rubber slides	EU size 39	400		
		EU size 40	400		
		EU size 41	200		
5	Men’s winter shoes	EU size 39	300		
		EU size 40	450		
		EU size 41	450		
		EU size 42	250		
6	Women’s winter shoes	EU size 36	50		
		EU size 37	50		
		EU size 38	100		
		EU size 39	50		
7	Children’s winter shoes	EU size 32	50		
		EU size 33	50		
		EU size 34	50		
		EU size 35	50		
8	Large size Men’s socks	EU size 39	1500		
		EU size 40	1500		
		EU size 41	1300		
9	Large size Women’s socks	EU size 36	200		
		EU size 37	200		
		EU size 38	200		

10	Large size Children's socks	EU size 32	200		
		EU size 33	200		
		EU size 34	200		
11	Men's hats	Unisize	100		
12	Women's hats	Unisize	200		
13	Children's hats	Unisize	300		
14	Men's gloves	Unisize	100		
15	Women's gloves	Unisize	200		
16	Women's underwear	S	110		
		M	100		
17	Women Sweaters / Jumpers (Crew/V- neck)	S	100		
		M	100		
		L	50		
18	Children's Sweaters / Jumpers (Crew/V- neck)	128 cm	100		
		140 cm	100		
<b>GRAND TOTAL:</b>					

**Acknowledgment:**

I agree to abide by this quote for a period of **60** days from the date fixed for the opening of the quotes in the request for quotation (RFQ) document, and it shall remain binding upon us and may be accepted at any time before the expiration of the period.

The undersigned confirms hereby acceptance of the UNHCR General Terms and Conditions for the provision of Goods/Services (June 2018 version), including UNHCR payment terms as specified in this RFQ.

If you are offering in USD/EUR, please ensure that you have a USD/EUR account or UNHCR may pay in local currency using the UN Exchange rate.

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

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

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

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

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

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

**Attachments:**

Annex A: Detailed Specification of Winter Kit items with pictures

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