

**UNHCR**United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés**DATE: 17 April 2024****REQUEST FOR QUOTATION: [No. RFQ/CAI/011/2024]****FOR THE SUPPLY AND DELIVERY OF PHOTOCOPYING / PRINTING PAPER****QUOTATION TO BE RECEIVED BY: 21 April 2024 by 10:00 Hrs Egypt lime.****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 co-ordinate 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 a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 34 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

**1. REQUIREMENTS**

The UNHCR Egypt Operation, Office in Cairo, would like to procure 300 boxes of photocopying / printing paper – 80 gram – white – quality “B” – 5 RMS per box - 500 sheets per RMS.

Your offer shall be prepared in English and or Arabic. In case of error in the total, 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 inclusive of taxes and duties.

Offer: To be conducted via the attached financial form *Annex A – Photocopying / printing paper*

Currency: EGP and/or USD.

- Unit Cost: without tax + the percentage of applicable VAT/Taxes;
- Cost of all Services/Goods all inclusive: EGP/USD.

The following annexes form integral part of this request for quotation:

*Annex A: Price Proposal Form;*

*Annex B: Vendor Registration Form;*

*Annex C: UNHCR General Terms and Conditions for the Provision of Goods;*

*Annex D: UN Supplier Code of Conduct.*

## 2. RFQ Submission

We would appreciate receiving your quotation **on or before 21 April 2024 @ 10:00 hrs Egypt time**.

The quotations must be accompanied with the below mentioned documents:

1. Company registration certificate;
2. Acceptance of UNHCR General Conditions of Contract for the Provision of Goods (July – 2018 edition); *please return signed and stamped copy of the document*;
3. Acceptance of the UN Supply Code of Conduct document; *please return signed and stamped copy of the document*;
4. Tax registration certificate;
5. Duly filled UNHCR vendor registration form. If you are a registered vendor with UNHCR, the vendor registration form can be returned blank, carrying your company's name and the UNHCR vendor registration ID.

Your offer/quotation must be duly signed and stamped with date sent via email on the given email address on or before the closing date and time

**It is mandatory to deliver samples of the offered paper (1 RMS / brand) to the UNHCR 6 October City (main office) for inspection. Offers without samples would be rejected.**

Samples shall be provided free of charge with no guarantee that they will be returned by UNHCR unless the vendor agrees to take them back “as-is” and pays for their return, if applicable. UNHCR shall give no guarantee as to the condition of the samples upon completion of possible testing and the follow-on technical evaluation process.

**Delivery address for the samples: 17 Mecca El-Mokarrama street, 7th District, 6 October City.**

Your quotations shall be sent to the following email address: [ARECASUP@UNHCR.ORG](mailto:ARECASUP@UNHCR.ORG)

Please note that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **10 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/CAI/011/2024 for Photocopying / printing paper**
- Number of e-mails that are sent (example: 1/2, 2/2)

Please note that mail sent with different subject line may be disqualified

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

**QUOTATION TO BE RECEIVED before: 21 April 2024 10:00 Hrs Egypt time.**

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

Submitting your quotation for this RFQ will be considered as acknowledgement/agreement for the general terms and conditions mentioned in Annex C and UN Supplier Code of Conduct Annex D, which applies for all UNHCR procurement.

Thank you for your kind attention.

Asmaa Boukhait **pp**  
Supply Officer  
UNHCR Egypt Office