



# UNHCR

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

## UNHCR

### Representation for Indonesia

Menara Ravindo, 14<sup>th</sup> Floor  
Jl. Kebon Sirih, Kav – 75  
Jakarta Pusat 10340  
Indonesia

Tel.: +6221 2964 3602  
Fax: +6221 2964 3601  
Email: insja@unhcr.org

25 January 2021

Notre/Our code: 21/INSJA/HCR/30051

Re: **Request for quotation for standby catering arrangement service provider in Lhokseumawe**

Dear Sir/Madam,

The Representation Office of the High Commissioner for Refugees (UNHCR) in Jakarta is planning to identify food catering providers under a standby arrangement in Lhokseumawe, Aceh Province. For this purpose, we would like to invite your company to submit price quotation for the above items with the following required details:

### **Daily rate of 3 meals a day (Breakfast, Lunch and Dinner)**

#### **Package must include at the minimum:**

- 1. Carbohydrate (rice/potato/noodles/bread/others)**
- 2. Protein (egg/ chicken/ meat or fish)**
- 3. Second protein source (tempe/tofu/others)**
- 4. Vegetables**
- 5. Fruit**
- 6. 600 ml mineral water**

Should your company is interested in submitting price quotation for the above request, we would appreciate if the submission could take into account and include the following details:

1. Submit duly filled Vendor Registration Form (attached)
2. The quoted price is inclusive delivery cost;
3. The quoted price for each item shall be valid for 30 working days from the date of submission
4. Agreement to UNHCR terms of payment: maximum 30 per cent down payment to be paid upon signing of Purchase Order, final payment to be settled latest 2 weeks after invoice is received by UNHCR Indonesia;
5. Payment is to be made by bank transfer to **the company bank account (not a personal account)** upon successful delivery and installation;
6. Price component must contain in IDR (Indonesian Rupiah);
7. **Please note that UNHCR is a tax exempted organization therefore is not subject to 10% VAT;**
8. Quotation is preferably submitted in English.



The quotation shall be sent by email along with the supplier form, to the following email address:

**Subject : Quotation for standby catering arrangement service provider in Lhokseumawe**

**Email address : INSJA@unhcr.org**

Quotation must be received by UNHCR the on **29 January 2021**. The confirmation of selected supplier will be sent by 5 February 2021 the latest. Any request for clarification should be referred to the above email address

Please note that UNHCR holds the right to withdraw or cancel this request for quotation before any confirmation is sent.

Thank you and we look forward to receiving your quotation.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read 'Milton Odhiambo', written over a faint, illegible stamp or watermark.

PP

**Milton Odhiambo**  
Associate Finance Officer  
UNHCR Jakarta