



# UNHCR

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

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DATE: 11/10/2022

## UNHCR REPRESENTATION IN MALAYSIA

REQUEST FOR QUOTATION: No. HCR/MYS/SUP/RFQ/012/22

### SUPPLY AND DELIVERY OF TWO (2) UNITS OF MAXUS G-10 10 SEATERS VAN VEHICLES FOR UNHCR REPRESENTATION IN MALAYSIA

QUOTATION TO BE RECEIVED BY: 21/10/2022, 23:59 HRS (Malaysian Standard Time)

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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 following services specified in this Request for Quotation (RFQ).

The following Annexes are integral part of this RFQ:

- Annex A: UNHCR's General Conditions of Contracts for the Provision of Goods and Services -July2018 (**to be signed, stamped and submitted**)
- Annex B: Technical Specifications (**to be acknowledged and submitted**)
- Annex C: Bid Data Form (**to be completed and submitted**)
- Annex D: Financial Offer Form (**to be completed and submitted**).
- Annex E: Vendor registration form (**to be completed and submitted by vendor who are neither registered with UNHCR nor in UNGM**).

#### 1. Technical Requirements

**Compliance:** The goods you are offering should be fully compliant to the requirements in **AnnexB – Technical Requirements and Specificaitons**,  
**Goods Delivery Point:** UNHCR, 570, Jalan Bukit Petaling, 50460, Kuala Lumpur  
**Lead Time:** Acceptance to provide the required vehicle within in four weeks from the time UNHCR sends an official offer.

#### 2. Financial Offer : Please submit your price offer in **MYR**, using financial offer form (**Annex D**).

UNHCR is exempted from Duties and Sales Tax, but according to local Malaysian Law all diplomatic missions must pay SST/VAT, thus every offer must include applicable SST/VAT charges. With this regard, price must be quoted with applicable SST/VAT.

The fairly priced, substantially compliant offer will subsequently be recommended for a contract award. UNHCR reserves the right to accept the whole or part of your bid.

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

Your quotation must be valid for at least 30 calendar days. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods and acceptance thereof by UNHCR.

Please find attached ANNEX A the UNHCR's General Conditions of Contracts for the provision of Services – July 2018. You must clearly indicate in your quotation if you accept them.

## **2. RFQ Submission**

We would appreciate receiving your quotation on or before 21/10/2022– 23:59 HRS Malaysian Standard Time by e-mail in PDF format (signed and stamped) to [MLSLUSUP@unhcr.org](mailto:MLSLUSUP@unhcr.org) Incomplete submissions may result in disqualification.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of 8 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/HCR/MYS/SUP/RFQ/012/22
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

Thank you for your kind attention.

Pattanoot Pongpanit,  
Associate Supply Officer  
UNHCR Representation in Malaysia