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

Addendum I

DATE: 11 November 2026

REQUEST FOR QUOTATION: No. RFQ/HCR/RCSEE/2026/014

FOR THE SUPPLY OF VARIOUS HOUSEHOLD EQUIPMENT TO THE UNHCR OFFICE IN BELGRADE / REPUBLIC OF SERBIA

EXTENSION OF SUBMISSION DEADLINE
QUOTATION TO BE RECEIVED BY: 16 November 2026 by 17:00 Hours CET

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950, by the United Nations General Assembly[1], requests your price quotation for the supply and delivery IT equipment to the UNHCR office in Serbia, as specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

Description of Items: Procurement of various household equipment specified in the attached **Annex A** (the specification is the primary; the pictures are only illustration) - Partial offer is accepted as well

Delivery address: Centar za azil Banja Koviljača, Narodnog Fronta b.b., 15316 Banja Koviljača

Delivery period: after receipt of a Purchase Order within 30 working days

Incoterms: Delivery at the named place (DAP)

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 (**Annex B:** Financial Offer Form)

- Currency
- Unit Cost
- Cost of all items/goods
- Cost of Freight
- Additional charge, if any (please specify)
- Total Cost for goods (all inclusive)

[1] For further information on UNHCR, please see http://www.unhcr.org

Your **Financial Offer** must contain an overall offer in a single currency. The single currency must be in RSD.

The Financial Offer must be submitted as per the Financial Offer Form (**Annex B**). Bids that have a different price structure may not be accepted.

UNHCR is exempt from all direct taxes and customs duties. For this RFQ, the price must be given without VAT.

RFQ Submission

We would appreciate receiving your quotation duly signed and stamped on or before **Monday, 16 November 2026 – 17:00 hrs CET** in PDF format via e-mail to hunbusupplyunit@unhcr.org.

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

1. Company registration certificate
2. Tax registration certificate
3. Acceptance of UNHCR General Conditions for the Provision of Goods (July – 2018) **(Annex C)**
4. Duly filled UNHCR vendor registration form (**Annex D)**

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/HCR/RCSEE/2026/014
- 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.
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 split the award based on **the lowest cost and required quality** per sets and award contracts to one or more suppliers.
8. 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.

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 Contract - Contracts for the Provision of Goods of July 2018 and **Annex D**, the UNHCR's vendor registration form that can be filled and submitted with the offer.

Thank you for your kind attention.

Muriel Tschopp

Digitally signed by Muriel Tschopp
Date: 2026.11.10 16:11:27 +01'00'

Muriel Tschopp
Senior Operations Coordinator
UNHCR Representation for Central and South-East Europe