



**UNHCR**

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

**DATE: 23/04/2018**

**REQUEST FOR QUOTATION: No. RFQ/GRC/2018-THESSA-002**

**PROCUREMENT OF INDUSTRIAL GRADE WASHING MACHINES**

**WITH TOKENS & INSTALLATION SERVICES**

**QUOTATION TO BE RECEIVED BY: 30/04/18 (1500 hrs)**

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The United Nations High Commissioner for Refugees (UNHCR), Office in Thessaloniki, with its Sub Office located at 8, Lytra str., Thessaloniki, 54640, requests your firm price quotation for the procurement and installation of Industrial Grade Washing Machines with Tokens for Agia Eleni accommodation site in Ioannina, as specified in this Request for Quotation (RFQ) and the attached annexes.

### **1. Requirements**

#### *GENERAL DESCRIPTION:*

The successful bidder will be engaged in the supply and delivery of the goods and services as detailed in attached ANNEX A (Product Specifications).

- Type of deliverables: Industrial Grade Washing Machines with Tokens & installation services
- Delivery Location: Agia Eleni accommodation site in Ioannina (GPS coordinates: 39.69430141667279, 20.8156237073958)

#### *MINIMUM QUALIFICATIONS:*

- Tax registration certificate.
- Eligible/Qualified company, duly licensed by the Government of Greece

#### *MINIMUM TECHNICAL REQUIREMENT:*

As stated in in attached Annexes and below:

- Please attach the product's specifications and pictures.
- Kindly provide description of the company and the company's qualifications and experience:
- Company profile, list and details of similar service provided and customers/projects portfolio;
- Registration Certificate
- Date and Country of incorporation

Please note that UNHCR reserves the right to accept the whole or part of your bid, or allow split or partial awards on this project.

Alternative/Similar products may be accepted provided they are suitable for the requirements of this Request for Quotation. Please provide full specifications and pictures.

Special Conditions:

- Mobilization time: Immediately upon receipt of a Purchase Order from UNHCR.
- The supplier commits to provide a 3 years (min.) warranty on parts and service.
- The supplier should commit to a 3 working days response in repair service requests.
- The supplier is requested to maintain the same price for the entire period of time specified. The payment shall be made on basis of satisfactory delivery of goods. The verification of the quality of the goods and services and their compliance to Annex A (Product specifications) shall be certified by a UNHCR focal point.
- Delivery Lead Time: The selected supplier will commit to deliver the items within maximum time of 3 (three) weeks after the issuance of a Purchase Order.

*PRICE QUOTATION:*

Please use Annex B Financial Offer Form to prepare your quotation and include the following information in your submission (VAT to be indicated separately):

- Currency: **EUR**
- Delivery Terms: **DAP** (delivery at place)
- Additional charge, if any (please specify)

**PLEASE NOTE:** UNHCR, as an International Organization, is exempt from all direct taxes and customs duties. With this regards, price has to be given without VAT.

## 2. RFQ Submission

We would appreciate receiving your quotation by Monday 30 April 2018 – 15:00 hrs EET in PDF format in Greek or English language via e-mail to Sofia Theodoridou ([THEODORI@unhcr.org](mailto:THEODORI@unhcr.org)), with copy (cc) Khurram Jamil ([jamilk@unhcr.org](mailto:jamilk@unhcr.org)).

Please indicate in the e-mail subject field:

- RFQ/GRC/2018-THESSA-002
- Name of your company
- Number of e-mails that are sent (example: 1/2, 2/2)

Please find attached:

1. ANNEX A: Product Specifications
2. ANNEX B: Financial Offer Form
3. ANNEX C: UNHCR's General Conditions of Contracts for Goods and Services - *Please indicate clearly in your quotation if you accept them*
4. ANNEX D: UNHCR Vendor Registration Form

You are kindly asked to hold your quotation valid for at least 60 days.

The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods and services and receipt of the invoice.

Thank you for your kind attention.

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