

DATE: 23/OCTOBER/2026

REQUEST FOR QUOTATION REF. NO.: UNHCR RFQ:3724

FOR THE SUPPLY AND DELIVERY OF REGISTRATION AND DOCUMENTATION MATERIALS.

QUOTATION TO BE RECEIVED BY: 30/OCTOBER/2026, 6:00 PM (EAT)

1. INTRODUCTION TO UNHCR

1.1. UNHCR, the United Nations (UN) Refugee Agency, is a global organisation dedicated to saving lives, protecting rights and building a better future for people forced to flee their homes because of conflict and persecution. We lead international action to protect refugees, forcibly displaced communities and stateless people. We deliver life-saving assistance, help safeguard fundamental human rights and develop solutions that ensure people have a safe place called home where they can build a better future. We also work to ensure that stateless people are granted a nationality. We work in over 130 countries, using our expertise to protect and care for millions.

2. OVERVIEW AND REQUIREMENTS OF REQUEST FOR QUOTATION

2.1. The purpose of this Request for Quotation (RFQ) from the Office of the United Nations High Commissioner for Refugees (UNHCR) is to invite qualified suppliers to submit a quotation (hereafter also referred to as offer) for UNHCR Country Office, for **the supply of Registration and Documentation Materials, delivered to the UNHCR Warehouse, Addis Ababa, Ethiopia.**

2.2. **The required Registration and Documentation Materials are detailed in the table below.**

Item No.	Item Description	Unit	Quantity
1	Hybrid Solar Panel (with installation)	PC	6
2	Rechargeable Megaphones	PC	7
3	Photo Backdrop	PC	70
4	LED Ring Light Lamp with Table Tripod Stand	PC	70
5	Power Divider	PC	70
6	Power Extension Reel (50 m)	PC	7

Note: Detailed technical specifications for the above items are provided in the attached document.

2.3. The quantities stated in this RFQ are provided to enable bidders to price the projected requirement. They do not constitute a commitment by UNHCR to purchase the full quantity. Final requirements may vary and will be confirmed through the Purchase Order and/or booking instructions issued by UNHCR.

2.4. This RFQ is an invitation to submit offers to UNHCR and shall not be construed as an offer to contract or as creating any binding commitment on the part of UNHCR. No contractual obligation shall arise until a Purchase Order or Contract is issued by UNHCR to the successful bidder.

2.5. UNHCR reserves the right to accept the whole or part of any offer, to make a split or partial award where appropriate, or to cancel this solicitation at any stage prior to award.

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

- Currency: ETB
- Total Cost for items/ service: As per Financial Offer
- Delivery time: All inclusive

3. ACKNOWLEDGMENT

3.1. We would appreciate your informing us of the receipt of this RFQ by return e-mail to ETHADSMS@unhcr.org as to:

- Your confirmation of receipt of this RFQ
- Whether or not you will be submitting a bid

4. RFQ SUBMISSION

4.1. The quotation shall be submitted to on or before **30/October/2026 – 6:00 PM (EAT)**

by e-mail in PDF format to ETHADSMS@unhcr.org

4.2. Please be aware of the fact 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.

4.3. Please indicate in the e-mail subject field:

- UNHCR RFQ: **3724**
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)
For example: UNHCR RFQ: 3724Company ABC (email 1 of 30)

4.4. Your quotation must be valid at least for **30** (thirty) days from the deadline for submission. UNHCR will make its best effort to select a company within this period.

4.5. Please find attached **ANNEX D** in the **UNHCR's General Conditions of Contracts for the Provision of Goods** and **ANNEX E UN Supplier Code of Conduct** which have to be acknowledged by submitting a signed copy together with your offer.

5. CURRENCY, PAYMENT TERMS AND GENERAL CONDITIONS OF CONTRACTS

5.1. Any Purchase Order issued as a result of this RFQ will be made in the currency of the winning offer. Payment of invoices will be made in accordance with the General Conditions of Contract and in the currency in which the Purchase Order is issued.

5.2. UNHCR's standard payment terms are by bank transfer, net 30 (thirty) days after satisfactory implementation and receipt of documents in order. Payments shall only be processed after confirmation by UNHCR business owner of successful completion of the services and after acceptance of contractor's invoice.

5.3. Please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions of Contracts (**Annex C**) and UN Supplier Code of Conduct (**Annex D**) which will be strictly adhered to for the purpose of any future contract awarded.

5.4. The bidders are required to maintain the quoted prices for 30 days. Unless this RFQ is cancelled, UNHCR will award the Contract /PO to the bidder who provided the lowest priced technically compliant offer.

6. ANNEXES

Annex A - Financial Offer Form

Annex B - Technical Specifications

Annex C - UNHCR Vendor Registration Form

Annex D - UNHCR General Conditions of Contracts for the Provision of Services

Annex E - UN Supplier Code of Conduct

Thank you for your kind attention.



Erkut Kostak
Senior Supply Officer
UNHCR Representation Office
Addis Ababa, Ethiopia

