

## **REQUEST FOR QUOTATION (RFQ)**

### **UNHCR RFQ 3364**

#### **FOR THE SUPPLY AND DELIVERY OF 346 TIKIKIL METALLIC PORTABLE BIOMASS/CHARCOAL STOVES FOR THE AMHARA REGION**

#### **Introduction to UNHCR**

UNHCR, the United Nations (UN) Refugee Agency, is a global organization 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 to call 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 assist millions of people worldwide.

#### **Section 1. Letter of Invitation**

The Office of the United Nations High Commissioner for Refugees (UNHCR) Representation in Ethiopia hereby invites qualified suppliers to submit quotations for the Supply and Delivery of 346 Tikikil Metallic Portable Biomass/Charcoal Stoves for the Amhara Region, as fully detailed in Annex A – Technical Specifications.

The successful bidder shall supply and deliver the required goods in accordance with the specifications, quantities, delivery requirements, and contractual conditions set out in this Request for Quotation (RFQ).

## RFQ Documents

The RFQ consists of the following documents:

- **Annex A:** Technical Specifications for Tikikil Metallic Portable Biomass/Charcoal Stoves
- **Annex B:** Technical Evaluation Methodology
- **Annex C:** Financial Offer Form
- **Annex D:** UNHCR General Conditions of Contracts for the Provision of Goods and Services (July 2018)
- **Annex E:** United Nations Supplier Code of Conduct

## RFQ Key Dates

| Activity                                           | Date           |
|----------------------------------------------------|----------------|
| RFQ Issue Date                                     | 5 August 2026  |
| Deadline for Submission of Clarification Questions | 10 August 2026 |
| Quotation Submission Deadline                      | 12 August 2026 |

## Section 2. Instructions to Bidders

Suppliers interested in participating in this procurement process shall prepare and submit their quotations in accordance with the requirements and procedures set out in this RFQ. Quotations shall be submitted through the **UNHCR Supplier Portal** before the quotation submission deadline specified in this RFQ.

## Important Information

- Quotations **must** be submitted electronically through the **UNHCR Supplier Portal**.
- Quotations submitted by email or through any other means **will not be accepted**.

- Suppliers not yet registered with UNHCR shall complete their registration through the UNHCR Supplier Portal before submitting their quotations.
- Suppliers already registered with UNHCR shall **not** create a new supplier profile. If login credentials have been forgotten, suppliers should use the password recovery function available in the Supplier Portal.
- Requests for clarification regarding this RFQ shall be submitted exclusively through the messaging function available in the UNHCR Supplier Portal no later than the clarification deadline indicated above.
- Responses to clarification requests that may affect all bidders will be communicated to all invited suppliers through the UNHCR Supplier Portal.
- Quotations received after the submission deadline may be rejected and may not be considered for evaluation.

UNHCR reserves the right to accept or reject any quotation, to award the contract in whole or in part, or to cancel this procurement process at any stage prior to contract award without incurring any liability to bidders.

UNHCR appreciates your interest in participating in this procurement process and looks forward to receiving your quotation.

## SUPPLY UNIT

UNHCR Representation in Ethiopia

Addis Ababa, Ethiopia

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## 1 Overview

### 1.1 General Information

Title **Supply and Delivery of 346 Tikikil Metallic Portable Biomass/Charcoal Stoves**  
 Synopsis **Supply and delivery of 346 Tikikil Metallic Portable Biomass/Charcoal Stoves for the Amhara Region, Ethiopia, in accordance with the technical specifications and delivery requirements set out in the Request for Quotation (RFQ).**

#### Introduction

ETH - UNHCR RFQ 3364 - Supply and Delivery of 346 Tikikil Metallic Portable Biomass/Charcoal Stoves

### 1.2 Schedule

Preview Date  
 Close Date **8/12/26 9:59 PM**  
 Time Zone **Moscow Standard Time**  
 Open Date **8/5/26 2:17 PM**  
 Award Date

### 1.3 Negotiation Controls

Response Visibility **Sealed**

#### Lines Settings

Rank Indicator **1,2,3...**  
 Ranking Method **Price only**

### 1.4 Response Rules

*This negotiation is governed by all the rules displayed below.*

|                                     | Rule                                                              |
|-------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/>            | Negotiation is restricted to invited suppliers                    |
| <input checked="" type="checkbox"/> | Suppliers are required to respond with full quantity on each line |
| <input checked="" type="checkbox"/> | Suppliers are allowed to revise their submitted response          |

### 1.5 Terms

Instructions Delivery shall be made on a DAP (Incoterms® 2020) basis to UNHCR Central Warehouse, Kality, Addis Ababa, Ethiopia. UNHCR shall make payment within thirty (30) calendar days after satisfactory delivery and acceptance of the goods, and upon receipt of a valid original invoice and all supporting documents required under the Purchase Order (UNHCR Net 30 Days).

Payment Terms **HCR Net 30**  
 Shipping Method  
 Negotiation Currency **USD (US Dollar)**  
 Freight Terms **DELIVERED AT PLACE**  
 FOB **Destination**  
☐ **Buyer managed transportation**  
 Price Precision **2**

### 1.6 Attachments

| File Name or URL               | Type | Description |
|--------------------------------|------|-------------|
| Annex A-Technical Specificatio | File |             |
| Annex B- Technical Evaluation  | File |             |
| Annex C- Financial Offer Form. | File |             |
| Annex D - General Conditions   | File |             |
| Annex E - UN Supplier Code of  | File |             |

## 2 Requirements

*\*Response is required*

## Requirements and Instructions to Bidders

Dear Supplier,

The Office of the United Nations High Commissioner for Refugees (UNHCR) Representation in Ethiopia invites qualified suppliers to submit quotations for the Supply and Delivery of 346 Tikikil Metallic Portable Biomass/Charcoal Stoves in accordance with the requirements set out in this Request for Quotation (RFQ).

### 1. Procurement Requirements

Description: Tikikil Metallic Portable Biomass/Charcoal Stoves

Quantity: 346 Units

Delivery Terms: DAP (Delivered at Place) – UNHCR Central Warehouse, Kaliti, Addis Ababa, Ethiopia (Incoterms® 2020)

Packing: The goods shall be adequately packed to ensure safe handling, transportation, and delivery.

Delivery Period: Within thirty (30) calendar days from the date of receipt of the Purchase Order.

Detailed technical specifications are provided in Annex A – Technical Specifications.

## 2. General Instructions

This RFQ constitutes an invitation to submit quotations and shall not be construed as an offer by UNHCR. No contractual relationship shall arise until a Purchase Order or Contract has been issued and signed by UNHCR.

Bidders shall carefully review all requirements and submit all requested information and supporting documentation. Failure to provide the required documents or information may result in the quotation being declared non-responsive.

UNHCR reserves the right to accept or reject any quotation, to award the contract in whole or in part, or to cancel the procurement process at any stage prior to contract award without incurring any liability.

Bidders shall clearly indicate whether the offered goods fully comply with the technical specifications. Any deviations from the requirements shall be clearly identified and fully explained in the technical offer.

## 3. Technical Evaluation (Pass/Fail)

Technical offers will be evaluated on a Pass/Fail basis in accordance with Annex B – Technical Evaluation Methodology.

### 3.1 Mandatory Requirements

The bidder shall submit the following documents:

- Valid Company Registration Certificate.
- Valid Business License.
- Valid Taxpayer Identification Number (TIN).
- Valid VAT Registration Certificate (where applicable).
- Manufacturer Authorization Letter (if the bidder is not the manufacturer).
- Product Brochure/Catalogue.
- Warranty Confirmation.
- Signed and stamped Annex D – UNHCR General Conditions of Contracts.
- Signed and stamped Annex E – United Nations Supplier Code of Conduct.

### 3.2 Technical Compliance

The offered stove shall fully comply with the requirements specified in Annex A, including, but not limited to, the following:

- Overall dimensions.
- Galvanized steel outer body.
- Mild steel or refractory-lined combustion chamber.
- Reinforced steel pot support ring.
- Front grate or ladder-like tray.
- Heat-resistant steel grate (grid or mesh framework).
- Two side handles with wooden or heat-insulated grips.
- Metal support legs/frame.
- Suitable for charcoal, briquettes, and biomass fuel.
- Thermal efficiency of 25%–40%.
- Minimum warranty of twelve (12) months.
- Delivery capability within the required delivery period.

Only bidders whose technical offers are determined to be compliant will proceed to the financial evaluation.

### 4. Financial Evaluation

The contract shall be awarded to the lowest-priced technically compliant bidder in accordance with

the evaluation methodology set out in Annex B.

## 5. Currency and Payment

Financial quotations shall be submitted in United States Dollars (USD) on a DAP (Delivered at Place) basis to UNHCR Central Warehouse, Kaliti, Addis Ababa, Ethiopia.

UNHCR is exempt from taxes and customs duties. Accordingly, bidders shall quote prices exclusive of VAT.

Payment shall be made in Ethiopian Birr (ETB), converted from the offered USD price using the applicable United Nations Operational Rate of Exchange (UNORE) prevailing on the date of invoice.

Payment will be made within thirty (30) calendar days following satisfactory delivery and acceptance of the goods, and upon receipt of a valid original invoice and all required supporting documents (UNHCR Net 30 Days).

## 6. Validity of Quotation

Quotations shall remain valid for ninety (90) calendar days from the quotation submission deadline.

## 7. Supplier Eligibility

UNHCR reserves the right, at any stage of the procurement process and during the implementation of any resulting contract, to verify whether a bidder appears on any applicable United Nations or international sanctions or ineligibility lists. UNHCR shall not award or continue a contractual relationship with any supplier found to be sanctioned or otherwise ineligible.

## 8. General Conditions

By submitting a quotation, the bidder confirms its acceptance of the UNHCR General Conditions of Contracts for the Provision of Goods and Services (July 2018) and the United Nations Supplier Code of Conduct, which shall form an integral part of any resulting Purchase Order or Contract.

### 2.1 Section 1. General requirements

Section Maximum Score: 8

#### \*1. Acceptance of the UNHCR General Conditions of Contracts

The supplier shall duly sign, stamp, and upload Annex D (UNHCR General Conditions of Contracts) as confirmation of acceptance.

Maximum Score: 1

Attachments:

| File Name or URL             | Type | Description |
|------------------------------|------|-------------|
| Annex D - General Conditions | File |             |

Select one of the following:-

- ☐ a. I have attached, signed, stamped, and uploaded the duly completed Annex D(*Response attachments are required*)

Comments:

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#### \*2. Acceptance of UN Supplier Code of Conduct

The supplier shall duly sign, stamp, and upload Annex E (UN Supplier Code of Conduct) as confirmation of acceptance

Maximum Score: 1

Attachments:

| File Name or URL              | Type | Description |
|-------------------------------|------|-------------|
| Annex E – UN Supplier Code of | File |             |

Select one of the following:-

- ☐ a. Signed, stamped, and uploaded Annex E(*Response attachments are required*)

Comments:

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\*3.

#### Manufacturer Authorization (if bidder is not manufacturer)

The supplier shall submit a valid Manufacturer Authorization Letter if it is not the manufacturer.

Maximum Score: 1

Attachments:

| File Name or URL               | Type | Description |
|--------------------------------|------|-------------|
| Annex B- Technical Evaluation  | File |             |
| Annex A-Technical Specificatio | File |             |

Select one of the following:-

☐ a. Valid Manufacturer Authorization attached(*Response attachments are required*)

Comments:

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**\*4. Valid business license**

**The supplier shall submit a valid business license.**

Maximum Score: 1

Select one of the following:-

☐ a. Valid business license attached(*Response attachments are required*)

Comments:

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**\*5. Valid TIN**

The supplier shall submit a valid TIN certificate.

Maximum Score: 1

Select one of the following:-

☐ a. Valid TIN attached(*Response attachments are required*)

Comments:

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**\*6. VAT-Registration**

The supplier shall provide and upload a valid VAT Registration Certificate, if applicable.

Maximum Score: 1

Select one of the following:-

☐ a. Valid VAT Registration Certificate attached (if applicable).(*Response attachments are optional*)

**\*7. Product brochure/catalogue**

The bidder shall provide and upload a product brochure/catalogue.

Maximum Score: 1

Select one of the following:-

☐ a. Product brochure/catalogue attached(*Response attachments are required*)

**\*8. Warranty confirmation**

The bidder shall provide and upload a warranty confirmation

Maximum Score: 1

Select one of the following:-

- ☐ a. Warranty confirmation attached *(Response attachments are required)*

## 2.2 Section 2. Technical Offer

Section Maximum Score: 12

\*1.

### Overall dimensions compliant with Annex A

**The bidder shall confirm that the overall dimensions comply with Annex A and provide supporting technical documentation.**

Maximum Score: 1

Attachments:

| File Name or URL               | Type | Description |
|--------------------------------|------|-------------|
| Annex A-Technical Specificatio | File |             |

Select one of the following:-

- ☐ a. Compliant with Annex A *(Response attachments are required)*

Comments:

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### \*2. Galvanized steel outer body

The bidder shall confirm that the outer body is made of galvanized steel.

Maximum Score: 1

Select all that apply:-

- ☐ a. Compliant *(Response attachments are required)*

Comments:

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### \*3. Combustion chamber made of mild steel or refractory-lined steel.

The bidder shall confirm that the combustion chamber is made of mild steel or refractory-lined steel.

Maximum Score: 1

Attachments:

| File Name or URL               | Type | Description |
|--------------------------------|------|-------------|
| Annex B- Technical Evaluation  | File |             |
| Annex A-Technical Specificatio | File |             |

Select all that apply:-

- ☐ a. Compliant with Annex A. *(Response attachments are required)*

Comments:

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### \*4. Reinforced steel pot support ring provided.

The bidder shall confirm that the stove is equipped with a reinforced steel pot support ring

Maximum Score: 1

Attachments:

| File Name or URL               | Type | Description |
|--------------------------------|------|-------------|
| Annex B- Technical Evaluation  | File |             |
| Annex A-Technical Specificatio | File |             |

Select all that apply:-

☐ a. Reinforced steel pot support ring provided.(Response attachments are required)

Comments:

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**\*5. Front grate or ladder like tray**

The bidder shall provide a front grate or ladder-like tray.

Maximum Score: 1

Select one of the following:-

☐ a. Front grate or ladder-like tray provided(Response attachments are required)

Comments:

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**\*6. Side handles: Two side handles with wooden/ heat insulated grip**

The bidder shall provide two side handles with wooden or heat-insulated grips

Maximum Score: 1

Attachments:

| File Name or URL               | Type | Description |
|--------------------------------|------|-------------|
| Annex A-Technical Specificatio | File |             |

Select one of the following:-

☐ a. Two side handles with wooden or heat-insulated grips provided.(Response attachments are required)

Comments:

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**\*7. Heat-resistant steel grate: A grid or mesh framework.**

The bidder shall provide a heat-resistant steel grate with a grid or mesh framework

Maximum Score: 1

Select one of the following:-

☐ a. Heat-resistant steel grate with a grid or mesh framework provided.(Response attachments are required)

Comments:

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**\*8. Suitable for charcoal, briquettes and biomass fuel as specified**

The bidder shall provide a stove suitable for charcoal, briquettes, and biomass fuel as specified in

**Annex A.**

Maximum Score: 1

Attachments:

| File Name or URL               | Type | Description |
|--------------------------------|------|-------------|
| Annex A-Technical Specificatio | File |             |

Select one of the following:-

- ☐ a. Suitable for charcoal, briquettes, and biomass fuel as specified in Annex A. *(Response attachments are required)*

**\*9. Metal support legs/frame**

The bidder shall provide metal support legs and a support frame

Maximum Score: 1

Select one of the following:-

- ☐ a. Metal support legs/frame provided *(Response attachments are required)*

**\*10. Thermal efficiency compliant with Annex A (25-40%)**

The bidder shall provide a stove with a thermal efficiency of 25–40%, in accordance with Annex A

Maximum Score: 1

Select one of the following:-

- ☐ a. Thermal efficiency of 25–40% in accordance with Annex A *(Response attachments are required)*

**\*11. Delivery capability**

The bidder shall confirm its capability to deliver the goods in accordance with the RFQ requirements.

Maximum Score: 1

Attachments:

| File Name or URL               | Type | Description |
|--------------------------------|------|-------------|
| Annex B- Technical Evaluation  | File |             |
| Annex A-Technical Specificatio | File |             |

Select one of the following:-

- ☐ a. The bidder shall confirm its capability to deliver the goods in accordance with the RFQ requirements. *(Response attachments are required)*

**\*12. Warranty ≥12 months**

The bidder shall provide a minimum warranty of twelve (12) months

Maximum Score: 1

Select one of the following:-

- ☐ a. Minimum 12-month warranty provided. *(Response attachments are required)*

**2.3 Section 3. Financial Offer**

Section Maximum Score: 1

**\*1.****Financial Offer**

Please download the attached **Financial Offer Form (Annex C)**, complete all required fields, and upload the duly completed form under this requirement.

Your financial offer shall be submitted in **United States Dollars (USD)** on a **DAP (Delivered at Place)** basis to **UNHCR Central Warehouse, Kaliti, Addis Ababa, Ethiopia**.

Please ensure that:

- The financial offer contains a single overall offer in **USD**.
- Prices are quoted **exclusive of VAT**, as UNHCR is exempt from taxes and customs duties.
- The prices entered in the Supplier Portal are consistent with those provided in the uploaded Financial Offer Form. In the event of any discrepancy, the prices stated in the uploaded Financial Offer Form shall prevail.
- **Payment shall be made in Ethiopian Birr (ETB), converted from the offered USD price using the applicable United Nations Operational Rate of Exchange (UNORE) prevailing on the date of invoice.**

The financial offer will only be opened and evaluated if the bidder's technical offer has been determined to be technically compliant and accepted by UNHCR.

Maximum Score: 1

Attachments:

| File Name or URL               | Type | Description |
|--------------------------------|------|-------------|
| Annex C- Financial Offer Form. | File |             |

Select one of the following:-

☐ a. Yes, the financial offer form is filled, signed and uploaded. *(Response attachments are required)*

Comments:

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3 Lines

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Instructions | <p><b>Dear Supplier,</b></p> <p>Please enter your <b>unit price</b> in the "<b>Response Price</b>" field on a <b>DAP (Delivered at Place)</b> basis for the supply and delivery of the <b>Tikikil Metallic Portable Biomass/Charcoal Stoves</b>, in accordance with your Financial Offer (Annex C) uploaded under the Requirements section.</p> <p>Please ensure that the unit price and total amount entered in the Supplier Portal are consistent with the prices provided in your uploaded Financial Offer (Annex C). In the event of any discrepancy, the prices stated in the uploaded Financial Offer shall prevail.</p> |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### 3.1 Line Information

| Line                                                                                                        | Target Quantity | UOM | Response Quantity | Response Price | Line Amount | Promised Date |
|-------------------------------------------------------------------------------------------------------------|-----------------|-----|-------------------|----------------|-------------|---------------|
| 1-Tikikil Metallic Portable Biomass/Charcoal Stove (or equivalent meeting Annex A Technical Specifications) | 346             | Set |                   |                |             |               |

### 3.2 Line Details

#### 3.2.1 Line 1 Tikikil Metallic Portable Biomass/Charcoal Stove (or equivalent meeting Annex A Technical Specifications)

|                       |                       |          |                                                                                                              |
|-----------------------|-----------------------|----------|--------------------------------------------------------------------------------------------------------------|
| Category Name         | <b>Cooking stoves</b> | Revision |                                                                                                              |
| Item                  |                       | Location | <b>UNHCR Representation in Ethiopia, Woreda 05 Akaki, Kality, next to Koma Soap factory ADDIS ABABA 1076</b> |
| Allow Alternate Lines | <b>No</b>             |          |                                                                                                              |
| Requested Date        | <b>9/4/26</b>         |          |                                                                                                              |
| Start Price (USD)     |                       |          |                                                                                                              |

### Attachments

| File Name or URL               | Type | Description |
|--------------------------------|------|-------------|
| Annex C- Financial Offer Form. | File |             |