

DATE: 22/7/2025

REQUEST FOR QUOTATION: No. RFQ/COK/020/2025

**PROCUREMENT OF TAILORING, EMBROIDERY, AND WOOL SPINNING SUPPLIES,
INCLUDING DELIVERY TO DIFFERENT LOCATIONS/PROVINCES IN AFGHANISTAN**

QUOTATION TO BE RECEIVED BY: 02/08/2025 – 1600 hrs

The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950, by the United Nations General Assembly¹, requests your price quotation for the purchase and delivery of tailoring, embroidery, and wool spinning supplies to different locations in Afghanistan, specified in this Request for Quotation (RFQ).

The requirement is divided into 8 lots, from Lot 1 to Lot 8. Interested bidders may choose to provide an offer to supply the requirements listed in only one (1) lot, more than 1 lot, or all lots. Selection of the supplier will be based on compliance to the required specifications and prices offered. IMPORTANT: UNHCR will select the most competitive offer based on individual lots, separately. All selected offers will be subject to sample inspection at the suppliers premises.

1. TECHNICAL SPECIFICATIONS OF REQUIREMENTS:

The technical specifications of the required tailoring, embroidery, and wool spinning supplies are provided in each of the attached **LOT 1 to LOT 8 (Annex A- financial offer forms)**.

Please include the following price information in your quote (without VAT):

- Unit cost
- Total cost (AFN)
- Delivery time
- Delivery cost
- Warranty/Guarantee if any & where applicable

Please note that UNHCR has tax and duty exemption status.

2. RFQ Submission

We would appreciate receiving your quotation on or before **02/08/2025 – 1600 hrs** by e-mail in PDF format to afgkascu@unhcr.org. A copy of your offer in Excel format should also be included.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of [20] **Mb** so it may be necessary to send more than one e-mail for the whole submission.

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

Please indicate in the e-mail subject field:

- RFQ/COK/020/2025
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2 etc.)

Please find attached in **ANNEX B** the UNHCR's General Conditions of Contracts for the Provision of Goods- 2018 and **ANNEX C** the Supplier Code of Conduct. You must clearly indicate in your quotation if you accept them. You may also sign/stamp this document indicating your acceptance of these terms & conditions.

3. LATE SUBMISSION OF BIDS: Bids received after the deadline for submission of bids may not be considered.

4. BID ACCEPTANCE: UNHCR reserves the right to accept the whole or part of your bid and UNHCR will not be obliged to accept the lowest offer.

5. BID VALIDITY: You are requested to hold your offer valid for 60 days from the deadline for submission. UNHCR will make its best effort to select a firm within this period.

6. PAYMENT: The standard payment terms of UNHCR is net 45 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR. UNHCR does not undertake to pay by letters of credit or in advance of delivery.

7. THE UN GLOBAL COMPACT: The UN Global Compact is a call to companies to align strategies and operations with universal principles on human rights, labor, environment and anti-corruption, and take actions that advance societal goals. UNHCR encourages bidders to sign up to this initiative at: <https://www.unglobalcompact.org/>

8. ZERO TOLERANCE POLICY. Please note that UNHCR strictly follows zero tolerance policy and as such, advises its suppliers not to offer any gift, favour, hospitality, and commission etc. to UNHCR staff. Any suppliers found to be offering gifts, favour, hospitality, and commission etc. to UNHCR staff will be placed on United Nations sanction list and UNHCR will not do business with them anymore.

Thank you for your kind attention.

John C. Melkenbeek

Senior Supply Officer
UNHCR Country Office Kabul

