

**DATE: 27/06/2025**

**REQUEST FOR QUOTATION: No. RFQ/GEO/2025/001**  
**FOR THE SUPPLY OF FUEL (DIESEL AND PETROL) FOR UN AGENCIES**  
**QUOTATION TO BE RECEIVED BY: 10/07/2025, 15:00 HRS**

The Office of the United Nations High Commissioner for Refugees (UNHCR), requests your price quotation for the following:

**1. REQUIREMENTS**

- Description: Fuel for vehicles and generators of UN agencies and a discount for other fuel procurement during the years 2025-2026;
- Delivery time: 2025

**Types and estimated quantity of fuel to be procured during 2025**

<b>AGENCY</b>	<b>Petrol Premium</b>	<b>Eurodiesel</b>
UNICEF	6,700	2,000
UNWOMAN	5,000	
UNHCR		8,000
UNDP	10,000	36,000
UNFPA	4,500	
<b>TOTAL:</b>	<b>26,200 L</b>	<b>46,000 L</b>

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

- Currency of quotation Georgian Lari;
- Unit Cost per commodity at the moment of tender;
- Discount for the remaining period of the year 2025 and year 2026;
- Additional charge, if any (please specify);
- Total Cost for goods (all inclusive);
- The quotation has to be for card and coupons system;
- The attached Financial Offer Form ANNEX B is recommended to be used for your quotation.

**2. RFQ SUBMISSION**

Your offer must clearly state and include the following information:

- Your firm offer indicating the current price for different types of fuel and a discount from the retail price at the network during the years 2025-2026;
- Location and specifications of the fuel stations designated to supply UN vehicles in various regions of Georgia;
- Specification and the Quality Certificate of all types of fuel offered by the company;

- Name of the contact person, address, telephone, e-mail and fax number.

### **3. INFORMATION FOR BIDDERS:**

- The quantities stated in the bid are estimates only;
- United Nations offices do not make payments in advance and in cash;
- United Nations offices are exempt from taxes and prices offered should not include taxes.
- United Nations offices reserve the right to accept the whole or part of your offer;
- Please note that United Nations offices are not bound to select any of the firms/institutions submitting proposals. Furthermore, since a contract will be awarded in respect of the proposal which is considered most responsive to the needs of agencies concerned, due consideration will be given to UN general principles, economy and efficiency.
- United Nations offices do not bind themselves in any way to select the firm/institution offering the lowest price.
- Additional information, clarification, correction of errors, or modifications of tender documents should be provided by the suppliers prior to the deadline for receipt of offers.
- The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

### **4. VALIDITY:**

The current price in your quotation should remain valid until 31/07/2025, during which period the request will be accepted by you. The offered discount should remain valid for the whole duration of the established contract.

### **5. OFFER:**

We would appreciate receiving your quotation on or before 10/07/2025 15:00 hours

### **Note to Bidders**

If you are interested in submitting a response to this RFQ, please prepare your bid according to the requirements and procedures as set out in this RFQ and submit it by the deadline for submission of proposals set out in this document and the supplier portal.

### **IMPORTANT:**

If you are interested in submitting a bid in response to this RFQ, please log in to the Supplier Portal, then search for the negotiation using the reference number UNHCR\_RFQ\_893 (see [User Guide](#) 39) and prepare your bid in accordance with the requirements and procedures as set out in this RFQ and submit it by the deadline for submission of proposals set out in this document and via the supplier portal.

In case you have never registered before, you can register a profile using this registration link [Supplier Registration \(oraclecloud.com\)](https://supplierregistration.oraclecloud.com) and follow the instruction in guides available in the UNHCR website: [How to become a supplier | UNHCR](#) and in the [User Guide](#). Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember your password or username from previous registration (see [User Guide](#) slide 36). Should you require further clarification, kindly communicate using the messaging functionality in the system. If you experience issues accessing the Cloud ERP, please contact Admin Unit Georgia at [berelidz@unhcr.org](mailto:berelidz@unhcr.org).

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**Admin Unit****UNHCR Georgia**

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