

**UNHCR**United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiésDATE: 12<sup>th</sup> AUGUST 2020

REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2020/029

FOR THE SUPPLY AND DELIVERY OF ELECTRICAL EQUIPMENT FOR UNHCR  
REPRESENTATION OFFICE IN KHARTOUM-SUDAN.QUOTATION TO BE RECEIVED BY: 23<sup>rd</sup> AUGUST 2020 - 14:00 SUDAN LOCAL TIME

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly requests your price quotation of **Supply and delivery of Electrical Equipment** specified in the **Annex A** below as part of this Request for Quotation (RFQ).

**1. REQUIREMENTS**

Please include the following price information in your quotation (without VAT).

**Annex A: Financial Offer**

S/N	Item Description	Items Specification	Qty	Unit of measure	UNIT Cost (SDG/USD)	Total cost (SDG/USD)
1	Refrigerator 18 feet	"520L 18 Cubic Feet Two Door Refrigerator	2	Each		
2	Cooking Oven	Product type: standing, size: 60 cm Body: full stainless-steel body Burners: 4, all Italian Sadaf burners: , 04 medium burner, 02 gas burners, 02 electricity burners Cast iron pan support + 01 work pan support Under knob auto ignition burner and ovens	1	Each		
3	coffee machine	Durable 600W Electric Drip Coffee Makers Household Coffee Machine 0.65L Electric Drip Coffee Maker 6 Cup Tea Coffee Pot 220V Coffee maker with 0.65L capacity Convenient anti-drip valve Swing filter holder Auto keep warm with non-stick coated warming plate Medium size vertical	1	Each		

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

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		Capacity: 24 liters Weight: 15.2 kg (empty) The cylinder capacity is 13 kg				
4	gas cylinders	Active Seal Guard	2	Each		
5	TV screen for the two rooms(32 inches)	Flex mounts C06 Mobile TV Cart LCD Stand for 32" LCD LED Plasma Flat panel screen LCD monitor mount w/DVD Plastic Shelf & Wheels computer monitor Stand	4	Each		
6	Washing Machine LG/10 KG	10Kg Fully Automatic Top Load Washing Machine (T1064HFES5) 540 x 945 x 540 mm	6			
7	Deep Freezer 18 feet	3 lift-out baskets; interior light; safety door lock; manual defrost; mechanical controls	3			
8	Microwave	Neo Chef 23L Smart Inverter Microwave Oven 1350W of power; touch sensitive controls; LED display; 4 defrost and 7 sensors cook functions; 16" removable turntable; child security	4			
9	Cooking Electrical Stove two burners	Electric Cooker Hot Plate- Double Burner Non-stick body Electric Hotplate Auto- thermostat User friendly Long lasting and Durable Good for every home	9			
10	Mosquito nets	Tedder field Premium X Large Mosquito Net for Single to California King Size Beds, Conical Netting, Spacious Canopy: Extra Wide and Long, Indoor Outdoor Use, Ideal Travel Net, Insect Repellent Netting	9			
<b>Total cost (USD / SDG) Kindly State:</b>						

- Unit cost:
- Additional fees if any (please specify)
- Delivery Lead Time
- Offer Validity Period

**For Goods:**

- Delivery Point: To be delivered in UNHCR Khartoum Office Sudan.
- Name of Vendor: .....
- Address/Telephone No: .....
- Contact Person: .....

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- Delivery time in days: .....
- Warranty:.....
- Total Amount in Words .....
- Date:.....
- Signature: .....

**2. RFQ DOCUMENTS-ANNEXES.**

The following annexes form an integral part of this Request for Quotation

Annex A: Financial Offer Form

Annex B: Detail items Specification

Annex C: Vendor Registration Form

Annex D: UNHCR General Conditions of Contracts for the Provision of Goods - July 2018

Annex E: UN Supplier code of conduct

**Please note that UNHCR has tax and duty exemption status.**

**BID VALIDITY:** You are requested to hold your offer valid for 90 days from the deadline for submission. UNHCR will make its best effort to select a firm within this period.

**PAYMENT:** Payment will be made within 30 days of receipt in UNHCR, Khartoum office of complete documents in good order after satisfactory delivery of goods/services. UNHCR does not undertake to pay by letters of credit or in advance of delivery.

**CURRENCY OF PAYMENT:** Payment will be made in the currency in which the purchase order is issued (USD) or local currency (SDG)

**IMPORTANT: UNHCR can only facilitate payments through the local banks and not banks outside of the Sudan and therefore the current market condition must be factored in before submitting your quote**

**Vendor Registration Form:** If your company is not registered with UNHCR you should complete, sign and submit with your technical proposal the vendor registration Form (Annex C).

Please note that these terms and conditions (attached with this RFQ) will be strictly adhered to for the purpose of any future contract.

**YOUR OFFER**

Your Offer shall be prepared in English.

Please submit your offer using the submission template provided. It should conform to the requirements and contain all information required. The offers not conforming to the requested format will not be taken into consideration for evaluation.

**3. RFQ Submission**

We would appreciate receiving your quotation on or before **23<sup>Rd</sup> AUGUST 2020 ,13:00 HRS Local time Sudan** by return only to email: [sudkh-su@unhcr.org](mailto:sudkh-su@unhcr.org) ,CC; [mohamid@unhcr.org](mailto:mohamid@unhcr.org)

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **[8] Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

- RFQ Number: **RFQ/HCR/ROK/2020/029**
- Name of your firm:
- Number of e-mails that are sent (example: 1/2, 2/2)

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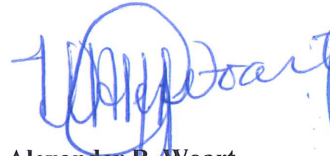
**Bids received after the deadline for submission of bids and bids transmitted in any other manner than those indicated above may not be considered.**

Information provided by the bidder will constitute the basis for eventual purchase order(s). UNHCR may, at its discretion, extend the deadline for the submission of proposals, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Your quotation must be valid at least for **[90] days**. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached in (ANNEX D) the UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services-Rev July 2018. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.



**Alexander B. Woart**  
Supply Officer

**UNHCR Representation Office in Khartoum**



## Annex B - Detail items Specification

### DETAILED REQUEST FOR ELECTRICAL EQUIPMENT

S NO	Item Description	Item Specification
1	Refrigerator 18 feet	520L 18 Cubic Feet Two Door Refrigerator No Frost Active Ionizer Active Seal Guard Humidity Control Crispers Multi Zone Compartment Refrigerator Temperature Control: Mechanical Refrigerator Cooling Type: No Frost Refrigerator Features: Active Ionizer Active Seal Guard Full Frost Free Humidity Control Crispers Multi Zone Compartment Water Dispenser Noise Level: Low Noise Refrigerator Type: Double Door Size (Cubic Feet): 15 Capacity Liters: 520 Liter Power Voltage: 220 V Dimensions: 1955 X 710 X 750 mm
2	Cooking Oven	Product type: standing, size: 60 cm Body: full stainless steel body Burners: 4, all italian sabaff burners: , 04 medium burner, 02 gas burners, 02 electricity burners Cast iron pan support + 01 work pan support Underknob auto ignition burner and ovens
3	coffee machine	Durable 600W Electric Drip Coffee Makers Household Coffee Machine 0.65L Electric Drip Coffee Maker 6 Cup Tea Coffee Pot 220V Coffee maker with 0.65L capacity Convenient anti-drip valve Swing filter holder Auto keep warm with non-stick coated warming plate Overheat protection by thermostat and thermofuse
4	gas cylinders	NA
5	TV screen for the two rooms(32 inches)	Fleximounts C06 Mobile TV Cart LCD Stand for 32" LCD LED Plasma Flat panel screen LCD monitor mount w/DVD Plastic Shelf & Wheels computer monitor Stand
6	Waching Machine LG/10 KG	10Kg Fully Automatic Top Load Washing Machine (T1064HFES5) 540 x 945 x 540 mm
7	Deep Freezer 18 feet	3 lift-out baskets; interior light; safety door lock; manual defrost; mechanical controls
8	Microwave	NeoChef 23L Smart Inverter Microwave Oven 1350W of power; touch sensitive controls; LED display; 4 defrost and 7 sensor cook functions; 16" removable turntable; child security
9	Cooking Electrical Stove two burners	Electric Cooker Hot Plate-Double Burner Non-stick body Electric Hotplate Auto- thermostat User friendly Long lasting and DurableGood for every home
10	Mosquito nets	Tedderfield Premium X Large Mosquito Net for Single to California King Size Beds, Conical Netting, Spacious Canopy: Extra Wide and Long, Indoor Outdoor Use, Ideal Travel Net, Insect Repellent Netting

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