
DATE: 04 May 2022

REQUEST FOR QUOTATION: No. RFQ/HCR/GSO/2022/012

SUPPLY, DELIVERY (DDP) AND INSTALLATION OF SPORT AND GYM EQUIPMENT FOR UNHCR
GUESTHOUSES IN GADEREF

QUOTATION TO BE RECEIVED BY: 11 May 2022 - 15:00HRS SUDAN STANDARD 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 for the **Supply, Delivery and Installation of Sport and Gym Equipment For UNHCR Guesthouses in Gaderef** as specified in (Annex A) and attached to this Request for Quotation (RFQ).

1. REQUIREMENTS

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

1. **Supply, Delivery (DDP) and Installation Sport and Gym Equipment for UNHCR Guesthouses In Gaderef** as per the attached specification Annex A.

2. ITB DOCUMENTS-ANNEXES.

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

Annex A: Technical Specification and photos

Annex B: Financial Offer Form

Annex C: Vendor Registration Form

Annex D: UNHCR General Conditions of Contracts for the Provision of Goods and Services - 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, Gedaref's 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.

IMPORTANT: UNHCR Primary Bank is the Blue Nile Meshrag Bank and therefore can only facilitate payments through the local banks and not in banks outside of Sudan and therefore the current market condition and Central Bank of Sudan regulations and policies must be factored in before submitting your quote.

Vendor Registration Form: If your company is not registered with UNHCR or have not been active or have not received a UNHCR PO for more six (6) months, you should complete, sign and submit with your technical proposal the Vendor Registration Form (Annex C).

3. CLARIFICATIONS

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to woart@unhcr.org, eldukhei@unhcr.org, Khalils@unhcr.org The deadline for receipt of questions is 11 May 2022, 12:00 HRS Sudan Standard Time. Bidders are requested to keep all questions concise.

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

Please note that these terms and conditions (**Annex D**) will be strictly adhered to for the purpose of any future contract.

4. 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.

5. RFQ SUBMISSION.

We would appreciate receiving your quotation/offer on or before **11 May 2022, 15:00 HRS Sudan Standard Time** by return only to email: sudgesu@unhcr.org or at the Office of the Supply Unit at UNHCR Sub Office Gedaref located at Dem Hamed West, Gedaref Town.

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.

Please indicate in the e-mail subject field:

- RFQ Number: **RFQ/HCR/GSO/2022/012**
- Name of your firm:
- Number of e-mails that are sent (example: 1/2, 2/2)

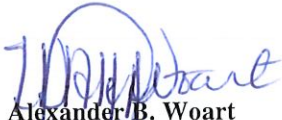
Bids received after the deadline for submission of bids and bids transmitted in any other manner than those indicated above may not be considered.

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.


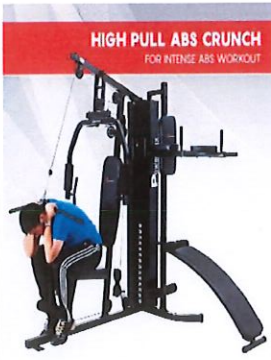

Thank you for your kind attention.


Alexander B. Wourt
Supply Officer
UNHCR Sub Office Gedaref - Sudan



ANNEX A – Technical Specifications of gym

RFQ/HCR/GSO/2022/012

SPORT AND GYM EQUIPMENT FOR THE UNHCR GUEST HOUSES IN GADEREF					
S/N	Equipment	Options		Qty	Remarks
1	Treadmills	Free Motion t11.8 Reflex Treadmill		2	Commercial Grade Treadmill. 182Kg Capacity. Incline + Decline Features. Reflex Deck. 10"nTouch Screen Android Browser. Set a Goald Workout Centre. 5.0CHP Commercial Pro Motor
2	Multi Gym Rig for Home and Office	Power max Fitness GH-450 3-Station Multi Gym Rig for Home and Office		1	All steel and PVC construction for superior strength and durability - Padded seat with multiple positions for a comfortable and safe training experience and padded back - Two separate high and low lateral bars give you different options to strengthen your biceps, triceps and back muscles - Strengthens your entire upper and lower body muscle group - Storage area for free hand weights - Sit Up Bench is adjustable to suit your needs
3	BODY CHAMP BRT7989 TRIO TRAINER PLUS 2	Body Champ 3-in-1 Trio-Trainer Workout Machine		1	Cardio Killer Patented 3-in-1 Design Use as Elliptical Trainer, Recumbent Bike, OR Upright Bike Advanced Computer Interface Features 21+ Training Programs w/ Pre-set Options Magnetic Adjustable Resistance Motor drive with A/C Adaptor Stride Length: 13" Integrated Hand Pulse / Heart Rate Monitor Gel-style Seat adjusts Horizontally and Vertically Deluxe Construction & Sturdy Build Additional Details 1 Year Limited Warranty"

Handwritten signature

ANNEX B – FINANCIAL OFFER FORM

RFQ/HCR/GSO/2022/012

FINANCIAL OFFER FOR THE SUPPLY AND DELIVERY OF SPORT AND GYM EQUIPMENT FOR UNHCR GUEST HOUSES IN GADEREF, GEDAREF TOWN



QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):

THE PROPOSED DISCOUNTS WILL BECOME AN INTEGRAL PART OF YOUR BID SUBMISSION


PAYMENT TERMS: ACCEPTANCE OF UN PAYMENT TERMS (I.E., 30 DAYS NET FROM RECEIPT OF DOCUMENTS)

YES NO

BIDDER NAME: _____

SPORT AND GYM EQUIPMENT FOR THE UNHCR GUEST HOUSES IN GADEREF							
S/N	Equipment	Options		Qty	Remarks	Unit Price (USD/SDG)	Total Price (USD/SDG)
1	Treadmills	Free Motion t11.8 Reflex Treadmill		2	Commercial Grade Treadmill. 182Kg Capacity. Incline + Decline Features. Reflex Deck. 10"nTouch Screen Android Browser. Set a Goald Workout Centre. 5.0CHP Commercial Pro Motor		
2	Multi Gym Rig for Home and Office	Power max Fitness GH-450 3-Station Multi Gym Rig for Home and Office		1	All steel and PVC construction for superior strength and durability - Padded seat with multiple positions for a comfortable and safe training experience and padded back - Two separate high and low lateral bars give you different options to strengthen your biceps, triceps and back muscles - Strengthens your entire upper and lower body muscle group - Storage area for free hand weights - Sit Up Bench is adjustable to suit your needs		

NBCW

3	BODY CHAMP BRT7989 TRIO TRAINER PLUS 2	Body Champ 3-in-1 Trio- Trainer Workout Machine		1	Cardio Killer Patented 3-in-1 Design Use as Elliptical Trainer, Recumbent Bike, OR Upright Bike Advanced Computer Interface Features 21+ Training Programs w/ Pre-set Options Magnetic Adjustable Resistance Motor drive with A/C Adaptor Stride Length: 13" Integrated Hand Pulse / Heart Rate Monitor Gel-style Seat adjusts Horizontally and Vertically Deluxe Construction & Sturdy Build Additional Details 1 Year Limited Warranty"		
Total Cost US		(USD/SDG)					

Name of Vendor.....

Address/Telephone No:

Email Address.....

Contact Person:

Delivery time in days:

Total Amount in Words:

Offer Validity Period:

Warranty.....

Date:

Signature:

IN THE CAPACITY OF.....

ABW