



DATE: 08 April 2022

REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2022/007

SERVICES CONTRACT FOR THE PROVISION OF SPORTS COMPLEX FIELD SERVICES FOR FOOTBALL AND VOLLEYBALL UNHCR POCs IN KHARTOUM FOR A PERIOD OF THREE MONTHS (EIGHT SESSIONS PER MONTH)

QUOTATION TO BE RECEIVED BY: 11 May 2022 - 15:00 HRS 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 for the **provision of sports complex field services for a period of three months** as specified as part of this Request for Quotation (RFQ).

1. REQUIREMENTS

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

Delivery lead time: Within Three months (8 events per month)

Please fill in below lines:

Name of Vendor.....

Address/Telephone No:

Contact Person:

Delivery time in days:

Total Amount in Words:

Offer Validity Period:

Date:

Signature:

2. RFQ DOCUMENTS-ANNEXES.

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

Annex A: Terms of Reference

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.

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

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.

IMPORTANT: UNHCR can only facilitate payments through the local banks and not banks outside 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 (**Annex A**) will be strictly adhered to for the purpose of any future contract.

3. CLARIFICATIONS

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to SUDKH-SU@unhcr.org. The deadline for receipt of questions is 10 May 2022 15:00 HRS Sudan Standard Time. Bidders are requested to keep all questions concise.

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.

Mandatory Requirements:

1. Supplier previous experience in similar services
2. Understanding of UNHCR requirements as per attached TORs
3. Provision of legal registration documents
4. Banking details
5. Filled Vendor Registration Form
6. Acceptance of UNHCR general Terms and conditions including payment
7. UNHCR may arrange a site visit to assess the technical capacity of potential suppliers

5. RFQ Submission

We would appreciate receiving your quotation on or before **11 May 2022, 15:00 HRS Sudan Standard Time** by return only to email: sudkh-su@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 **10 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/2022/007**

-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.

Thank you for your kind attention.

Ibrahima Drame
Supply Officer

UNHCR Representation Office in Khartoum

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





ANNEX C – FINANCIAL OFFER FORM FOR THE PROVISION OF SPORTS COMPLEX FIELD SERVICES FOR UNHCR POCs RFQ NO: RFQ/HCR/ROK/2022/07.

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

BIDDERS' NAME:

S.No	Description	Qty	Unity	Months	Unit Price (SDG)	Total Cost (SDG)
1	Sport Complex Field Rental	32	unit	3		
2	Administration	8	unit	3		
3	Drinking Water (350ml)	800	unit	3		
4	Ice	8	unit	3		
Total Cost (SDG)						

Delivery Date required by UNHCR: 24 Hrs. upon request

Proposed Delivery period upon UNHCR request

Validity of the offer:

PRICE QUOTED MUST BE EXCLUSIVE OF VAT

DATE: _____

NAME: _____

SIGNATURE: _____

IN THE CAPACITY OF: _____

DULY AUTHORIZED TO
SIGN BID FOR AND ON BEHALF OF: _____

OFFICIAL STAMP:

Terms of Reference: Telling the Real Story Football and Volleyball Project

Football and Volleyball Stadium

About UNHCR

Established in 1950, UNHCR, the UN Refugee Agency leads international action to protect people forced to flee their homes because of conflict and persecution. We deliver life-saving assistance like shelter, food, water, 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.

Telling the Real Story (TRS) Information Campaign

UNHCR launched the awareness raising campaign, Telling the Real Story (TRS), in 2015, as part of a multi country initiative aimed at providing truthful and trustworthy information to refugees and other persons of concern in mixed flows. The purpose was to empower target audiences (asylum-seekers, refugees and other people on the move) to make informed decisions about their future, their immediate courses of action, and the risks associated with their choices; decisions based on facts rather than on smugglers' and traffickers' narrative or misinformation from the diaspora.

It is the peer-to-peer aspect of communication that constitutes the guiding thread of the project and is built on two premises. Firstly, that communication that is carefully attuned to the information needs of the community are often more widely heard than institutional messages. Secondly, that information must reach people as they move.

TRS Football and Volleyball Project

TRS in Khartoum organises two-times a week football and volleyball for Eritrean and Ethiopian youth. At every session, 20 females are first allowed to either play football or volleyball for two hours and thereafter 20 males get to play football or volleyball for two hours. Besides being a safe space for refugees to socialize and play sport, this also presents an environment where the participants are allowed to express themselves while sharing and receiving information on smuggling and trafficking in Sudan.

TRS is currently looking to rent a space for three months, which can be used for both volleyball and football.

Requirements:

- The space needs to offer football goals and volleyball nets, so that it can switch easily from being either a football or volleyball pitch to the other.
- The space needs to be available at set dates, two times a week for 4 hours per session.
- Space needs to offer participants water.
- Dressing room needs to be available.

- The space should be cleaned and prepared for the decided sport before each session.
- The space should geographically be as suitable as possible for participants mainly from Jireef, Deem and Sahafa.

See below details of quantified Requirement

S.No	Description	Qty	Unity	Months
1	Sport Complex Field Rental	32	unit	3
2	Administration	8	unit	3
3	Drinking Water (350ml)	800	unit	3
4	Ice	8	unit	3