



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 18 JULY 2022

REQUEST FOR QUOTATION: No. RFQ/HCR/GSO/2022/032

SUPPLY AND DELIVERY (DDP Gedaref) OF ASSORTED GENUINE TOYOTA SPARE PARTS TO
UNHCR GADARIF OFFICE

QUOTATION TO BE RECEIVED BY: 31 JULY 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 of for the **Supply and Delivery (DDP Gedaref) of Assorted Genuine Toyota Spare Parts** as specified in **Annex A** and attached to this Request for Quotation (RFQ).

Supplier should be a dully registered and recognized by the Government of Sudan as a dealer for the supply and delivery of Genuine Toyota Spares in Sudan

1. REQUIREMENTS

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

1. Supply and Delivery (DDP Gedaref) of Assorted Genuine Toyota Spare Parts as per the attached specification Annex A.

2. RFQ DOCUMENTS-ANNEXES.

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

Annex A: Toyota Spare Part Specification/Description

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 Sub 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 received a UNHCR PO for more six (6) months, you should complete, sign, and submit with your technical proposal (where required) the Vendor Registration Form (**Annex C**).

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

ABLE

Please note that these terms and conditions (**Annex D**) 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 woart@unhcr.org, eldukhei@unhcr.org; Khalils@unhcr.org The deadline for receipt of questions is 31 July 2022, 12:00 HRS Sudan Standard Time. Bidders are requested to keep all questions concise.

Please note that these terms and conditions (**Annex D**) 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 along with your Valid Sudanese Business Registration Document on or before **31 July 2022, 15:00 HRS Sudan Standard Time** by return to email: sudgesu@unhcr.org or in a sealed envelope deliver at the Office of the Supply Unit at UNHCR Sub Office Gedaref located in Dem Hamed West, Gedaref Town, East Sudan.

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/2022/032**
- 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. Woart
Supply Officer
UNHCR Sub Office Gedaref - Sudan



ANNEX A – Technical Specifications/Description of Assorted Genuine Spare Parts

RFQ/HCR/GSO/2022/032

S/No	Item description	UoM	QTY	Part #
1	Tyres (285/65 R17) V8 Dunlop	Pieces	50	
2	Tyres (750 R16) With Inner Tube LC HT Dunlop	Pieces	100	
3	Tyres (195 R15) 16-Seater Toyota Hiace Mini Van	Pieces	10	
4	Tyres (205 /55 R 16) Toyota Corolla	Pieces	10	
5	Lubricant (Engine Oil – 50A diesel)	Gallon	100	
6	Lubricant (Engine Oil – Benzine)	Gallon	10	
7	90 Amp Dry Battery Right	Pieces	10	
8	90 Amp Dry Battery Left	Pieces	10	
9	55 Amp Dry Battery Left (Toyota Corolla)	Pieces	2	
10	Brake pads Front (Toyota Land Cruiser V8)	Sets	10	
11	Brake pads Rear (Toyota Land Cruiser V8)	Sets	10	
12	Brake Pads Front (Toyota Land Cruiser Hard Top)	Sets	50	
13	Brake Shoe (Toyota Land Cruiser Hard Top)	Sets	50	
14	Brake Pads Front (16-Seater Toyota Hiace Mini Van)	Sets	10	
15	Brake Shoe Rear (16-Seater Toyota Hiace Mini Van)	Sets	10	
16	Front Brake pads (Toyota Corolla 2020)	Sets	10	
17	Rear Brake pads (Toyota Corolla 2020)	Sets	10	
18	AC Belt (Toyota Land Cruiser Hard Top)	Sets	50	
19	Fan Belt (Toyota Land Cruiser - V8)	Pieces	50	
20	Fan Belt (Toyota Land Cruiser Hard Top)	Sets	50	
21	Fan Belt (16-Seater Toyota Hiace Mini Van)	Sets	5	
22	AC Belt (16-Seater Toyota Hiace Mini Van)	Pieces	5	
23	Fan Belt (16-Seater Toyota Hiace Mini Van)	Pieces	5	
24	Oil Filter (Toyota Land Cruiser V8)	Pieces	50	
25	Fuel Filter (Toyota Land Cruiser V8)	Pieces	50	
26	Air Filter (Toyota Land Cruiser V8)	Pieces	20	
27	AC filter (Toyota Land Cruiser V8)	Pieces	20	
28	Oil Filter (Toyota Land Cruiser Hard Top)	Pieces	100	
29	Fuel Filter (Toyota Land Cruiser Hard Top)	Pieces	100	
30	Air Filter (Toyota Land Cruiser Hard Top)	Pieces	30	
31	Oil Filter (16-Seater Toyota Hiace Mini Van)	Pieces	10	
32	Fuel Filter (16-Seater Toyota Hiace Mini Van)	Pieces	10	
33	Front Shock absorber (Toyota Land Cruiser Hardtop)	Sets	20	
34	Rear Shock absorber (Toyota Land Cruiser Hard Top)	Sets	20	
35	Oil Filter (Toyota Corolla 2020)	Pieces	10	
36	Air Filter (Toyota Corolla 2020)	Pieces	10	
37	AC filter (Toyota Corolla 2020)	Pieces	10	
38	Blade Wiper (Toyota Land Cruiser V8)	Sets	10	
39	Blade Wiper (Toyota Land Cruiser Hard Top)	Sets	30	

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

40	Blade Wiper (16-Seater Toyota Hiace Mini Van)	Sets	5	
41	Blade Wiper (Toyota Corolla 2020)	Sets	5	
42	Front Shock Absorber - Toyota Landcruiser -LC V 8	Sets	6	
43	Front Shock Absorber (16-Toyota Hiace Minivan)	Sets	5	
44	Rear Shock Absorber (16-seater Toyota Hiace Minivan)	Sets	5	

IMPORTANT INFORMATION

S/N	Item Category Description	PPE Description	Year
1	4x4 STATION WAGON	TOYOTA, LC, VDJ200L-GDMNZ, DIESEL	2020
2	MINIBUS	TOYOTA HIACE, LH222L-LEMDE,16	2020
3	4x4 STATION WAGON	Toyota, LC, HZJ76L-RKMRS,10 seat	2020
4	4x4 DC PICK-UP	Toyota Pick-Up, HZJ79L-DKMRS	2020
5	SEDAN	TOYOTA, COROLLA, ZRE182L- GEXNK-	2020

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

ABU

ANNEX B
RFQ/HCR/GSO/2022/032

FINANCIAL PROPOSAL FOR THE SUPPLY AND DELIVERY (DDP Gedaref) OF ASSORTED GENUINE TOYOTA SPARE PARTS TO UNHCR GEDAREF OFFICE

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:

S/No	Item Description	UoM	QTY	Unit Price (SDG/USD)	Total (SDG/USD)	Part #
1	Tyres (285/65 R17) V8 Dunlop	Pieces	50			
2	Tyres (750 R16) With Inner Tube LC HT Dunlop	Pieces	100			
3	Tyres (195 R15) 16-seater Toyota Hiace Minivan	Pieces	10			
4	Tyres (205 /55 R 16) Toyota Corolla	Pieces	10			
5	Lubricant (Engine Oil – 50A diesel)	Gallon	100			
6	Lubricant (Engine Oil – Benzine)	Gallon	10			
7	90 Amp Dry Battery Right	Pieces	10			
8	90 Amp Dry Battery Left	Pieces	10			
9	55 Amp Dry Battery Left (Toyota Corolla)	Pieces	2			
10	Brake pads Front (Toyota Land Cruiser V8)	Sets	10			
11	Brake pads Rear (Toyota Land Cruiser V8)	Sets	10			
12	Brake Pads Front (Toyota Land Cruiser Hard Top)	Sets	50			
13	Brake Shoe (Toyota Land Cruiser Hard Top)	Sets	50			
14	Brake Pads Front (16-seater Toyota Hiace Minivan)	Sets	10			
15	Brake Shoe Rear (16-seater Toyota Hiace Minivan)	Sets	10			
16	Front Brake Pads (Toyota Corolla 2020)	Sets	10			
17	Rear Brake Pads (Toyota Corolla 2020)	Sets	10			
18	AC Belt (Toyota Land Cruiser Hard Top)	Sets	50			
19	Fan Belt (Toyota Land Cruiser - V8)	Pieces	50			
20	Fan Belt (Toyota Land Cruiser Hard Top)	Sets	50			
21	Fan Belt (16-seater Toyota Hiace Minivan)	Sets	5			
22	AC Belt (16-seater Toyota Hiace Minivan)	Pieces	5			
23	Fan Belt (Toyota Corolla 2020)	Pieces	5			
24	Oil Filter (Toyota Land Cruiser V8)	Pieces	50			
25	Fuel Filter (Toyota Land Cruiser V8)	Pieces	50			

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

ABW

26	Air Filter (Toyota Land Cruiser V8)	Pieces	20			
27	AC filter (Toyota Land Cruiser V8)	Pieces	20			
28	Oil Filter (Toyota Land Cruiser Hard Top)	Pieces	100			
29	Fuel Filter (Toyota Land Cruiser Hard Top)	Pieces	100			
30	Air Filter (Toyota Land Cruiser Hard Top)	Pieces	30			
31	Oil Filter (16-seater Toyota Hiace Minivan)	Pieces	10			
32	Fuel Filter (16-seater Toyota Hiace Minivan)	Pieces	10			
33	Front Shock absorber (Toyota Land Cruiser Hardtop)	Sets	20			
34	Rear Shock absorber (Toyota Land Cruiser Hard Top)	Sets	20			
35	Oil Filter (Toyota Corolla 2020)	Pieces	10			
36	Air Filter (Toyota Corolla 2020)	Pieces	10			
37	AC filter (Toyota Corolla 2020)	Pieces	10			
38	Blade Wiper (Toyota Land Cruiser V8)	Sets	10			
39	Blade Wiper (Toyota Land Cruiser Hard Top)	Sets	30			
40	Blade Wiper (16-seater Toyota Hiace Minivan)	Sets	5			
41	Blade Wiper (Toyota Corolla 2020)	Sets	5			
42	Front Shock Absorber (Toyota Landcruiser - LC V8)	Sets	6			
43	Front Shock Absorber (16-seater Toyota Hiace Minivan)	Sets	5			
44	Rear Shock Absorber (16-seater Toyota Hiace Minivan)	Sets	5			

Name of Vendor.....

Address/Telephone No:

Email Address:

Contact Person:

Delivery time in days:

Total Amount in Words:

Offer Validity Period:

Warranty (In Years)

Date:

Signature:

IN THE CAPACITY OF.....

OFFICIAL STAMP:

ABU