

DATE: 19 July 2022

REQUEST FOR QUOTATION: No. RFQ/HCR/GSO/2022/024

**PROVISION OF REHABILITATION SERVICES ON UNHCR OFFICE PREMISES IN DOKA TOWN, EASTERN GALABAT LOCALITY, GEDAREF STATE**

QUOTATION TO BE RECEIVED BY: 26 July 2022- 15:00HRS SUDAN STANDARD TIME

**Readvertised**

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 **Provision of Rehabilitation Services on UNHCR Office Premises in Doka Town, Eastern Galabat Locality, Gedaref State**, as per attached Annex A (BOQ).

**1. REQUIREMENTS**

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

**Description/Specification:** Provision of Rehabilitation Services on UNHCR Office Premises in Doka Town, Eastern Galabat Locality, Gedaref State in Doka Town, Eastern Galabat Locality, Gedaref State as per the attached Annex A and Annex C.

- **Location:** UNHCR Office Premises in Doka Town, Eastern Galabat Locality, Gedaref State
- **Delivery time:** One months.

**NOTE:**

All potential bidders are encouraged to inspect the construction site before submitting their offer. There will be no site visit organized by UNHCR, therefore each bidder will be required to organize their own visit to the site and call Mr. Ahmed Elgoni at 0911283503 whom will conduct an on-site meeting on Monday 24 July 2022 at 11:00 hour to get a better approach and understanding of the works required.

**2. RFQ DOCUMENTS-ANNEXES.**

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

Annex A: Bill of Quantity (BOQ)

Annex B: Financial Offer Form

Annex C: Technical Drawing

Annex D: Vendor Registration Form

Annex E: UNHCR General Conditions of Contracts for the Provision of Goods and Services - July 2018

Annex F: 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 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.

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

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**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 the Vendor Registration Form (**Annex D**).

### 3. CLARIFICATIONS

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to [eldukhei@unhcr.org](mailto:eldukhei@unhcr.org); [khalils@unhcr.org](mailto:khalils@unhcr.org) The deadline for receipt of questions is **25 July 2022, 12:00 HRS** Sudan Standard Time. Bidders are requested to keep all questions concise.

Please note that these terms and conditions (**Annex E**) 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 **26 July 2022, 15:00 HRS** Sudan Standard Time by return only to email: [sudgesu@unhcr.org](mailto:sudgesu@unhcr.org) or at the Office of the Supply Unit at UNHCR Sub Office Gedaref located at Dem Hamad 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/2022/024**
- 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 E**) 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

19/07/2022



**ANNEX A – Bill of Quantity (BOQ)**

**RFQ/HCR/GSO/2022/024**

Nr.	Item Description	Unit	Quantity
<b>Razor Wire</b>			
1-	Supply and install barbed/razor wire on the metal fence of the building, as directed by UNHCR engineer, with a length of 110 meters and a height of 1 meter, according to the rules of workmanship, including the costs of supply, deportation and installation. The angle bar used is 2 inches, 3 mm thick, and imported galvanized razor wire.	LS	1
<b>Construction of Reception Room for Security Screening</b>			
2-	Supply complete materials and construct security reception room in the building 4m x 4m according to the directions of UNHCR engineer. This room is of plastered and painted fired-brick walls, concrete roofing slab 13 cm thick, and foundation of reinforced footings, columns and grade beam. The room has 2 doors (1m x 2m) and 1 window (1m x 1.2m) with ceramic tiles of first class at the floor. All is finished as per rules of workmanship, designs and directions of UNHCR Engineer. Walls are of one-brick with cement mortar 1:4, plastered from both sides with 1:4 mortar. Concrete works ratio is 1:2:4, reinforced with 12mm and 6mm rebars.	LS	1
<b>Construction of 2 big Sitting Halls</b>			
3-	Supply complete materials and construct 2x sitting halls in the building 4.5m x 9m according to the directions of UNHCR engineer. These halls are of plastered and painted fired-brick walls, concrete roofing slab 13 cm thick, and foundation of reinforced footings, columns and grade beam. The halls have 3 doors (1.2m x 2.2m), 1 door of (1m x 2.2m) and 5 window (1m x 1.2m) with ceramic tiles of first class at the floor. All is finished as per rules of workmanship, designs and directions of UNHCR Engineer. Walls are of one-brick with cement mortar 1:4, plastered from both sides with 1:4 mortar. Concrete works ratio is 1:2:4, reinforced with 12mm and 6mm rebars. Each hall is provided with an internal complete furnished toilet (1.2m x 1.8m) as per directions of UNHCR Engineer	LS	1
<b>Walkways connecting Compound Facilities</b>			

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6-	Supply materials and cast walkways with total length of 50m, 120cm width and 15cm thickness. Casted on top of compacted backfill with expansion joints and drainage pipes. Concrete works ratio is 1:2:4 reinforced with 10mm rebars	LS	1
<b>Ceramic Tiles</b>			
9-	Supply and fix ceramic tiles (first class) in 4 rooms in the compound, total area 80 sqm. All works should be as per UNHCR directions and rules of the workmanship.	LS	1
<b>Backfill and Compaction</b>			
10-	Supply selected soil, spread, water and compact as backfill in the compound. Total soil required is 180 cubic meters. Compacted backfill should be sloped towards main gate to assure proper rainwater drainage during rainy season	LS	1
<b>Doors and Windows</b>			
12-	Supply materials and fabricate metal doors and windows including: 4 doors (1m x 2m), 3 doors (1.2m x 2.2m), 2 doors (0.8m x 2m), 5 windows (1m x 1.2m) and 2 windows (0.4m x 0.4m). All items should be of heavy RHS 4cm x 8cm as frame, RHS 3cm x 6cm as leaf and metal sheet of 3mm. all works include painting and finishing as per the rules of workmanship and direction of the Engineer.	LS	1
<b>Construction of 2 Guttias</b>		unit	2

**ANNEX B – FINANCIAL OFFER FORM**

**RFQ/HCR/GSO/2022/024**

**Provision of Rehabilitation Services on UNHCR Office Premises In Doka Town, Eastern Galabat Locality,  
Gedaref State**

QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):

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**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:**

Nr	Item Description	Unit	Quantity	Unit Price (SDG/USD)	Total Cost (SDG/USD)
	<b>Razor Wire</b>				
1-	Supply and install barbed/razor wire on the metal fence of the building, as directed by UNHCR engineer, with a length of 110 meters and a height of 1 meter, according to the rules of workmanship, including the costs of supply, deportation, and installation. The angle bar used is 2 inches, 3 mm thick, and imported galvanized razor wire.	LS	1		
	<b>Construction of Reception Room for Security Screening</b>				
2-	Supply complete materials and construct security reception room in the building 4m x 4m according to the directions of UNHCR engineer. This room is of plastered and painted fired-brick walls, concrete roofing slab 13 cm thick, and foundation of reinforced footings, columns and grade beam. The room has 2 doors (1m x 2m) and 1 window (1m x 1.2m) with ceramic tiles of first class at the floor. All is finished as per rules of workmanship, designs and directions of UNHCR Engineer. Walls are of one-brick with cement mortar 1:4, plastered from both sides with 1:4 mortar. Concrete works ratio is 1:2:4, reinforced with 12mm and 6mm rebars.	LS	1		

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

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	<b>Construction of 2 big Sitting Halls</b>				
3-	Supply complete materials and construct 2x sitting halls in the building 4.5m x 9m according to the directions of UNHCR engineer. These halls are of plastered and painted fired-brick walls, concrete roofing slab 13 cm thick, and foundation of reinforced footings, columns and grade beam. The halls have 3 doors (1.2m x 2.2m), 1 door of (1m x 2.2m) and 5 window (1m x 1.2m) with ceramic tiles of first class at the floor. All is finished as per rules of workmanship, designs and directions of UNHCR Engineer. Walls are of one-brick with cement mortar 1:4, plastered from both sides with 1:4 mortar. Concrete works ratio is 1:2:4, reinforced with 12mm and 6mm rebars. Each hall is provided with an internal complete furnished toilet (1.2m x 1.8m) as per directions of UNHCR Engineer	LS	1		
	<b>Walkways connecting Compound Facilities</b>				
6-	Supply materials and cast walkways with total length of 50m, 120cm width and 15cm thickness. Casted on top of compacted backfill with expansion joints and drainage pipes. Concrete works ratio is 1:2:4 reinforced with 10mm rebars	LS	1		
	<b>Ceramic Tiles</b>				
9-	Supply and fix ceramic tiles (first class) in 4 rooms in the compound, total area 80 sqm. All works should be as per UNHCR directions and rules of the workmanship.	LS	1		
	<b>Backfill and Compaction</b>				
10-	Supply selected soil, spread, water and compact as backfill in the compound. Total soil required is 180 cubic meters. Compacted backfill should be sloped towards main gate to assure proper rainwater drainage during rainy season	LS	1		
	<b>Doors and Windows</b>				

12-	Supply materials and fabricate metal doors and windows including: 4 doors (1m x 2m), 3 doors (1.2m x 2.2m), 2 doors (0.8m x 2m), 5 windows (1m x 1.2m) and 2 windows (0.4m x 0.4m). All items should be of heavy RHS 4cm x 8cm as frame, RHS 3cm x 6cm as leaf and metal sheet of 3mm. all works include painting and finishing as per the rules of workmanship and direction of the Engineer.	LS	1		
	<b>Construction of 2 Guttias</b>	unit	2		
	<b>Total Cost (SDG/USD)</b>				

Name of Vendor.....

Address/Telephone No: .....

Email Address.....

Contact Person: .....

Delivery time in days: .....

Total Amount in Words: .....

Offer Validity Period: .....

Date: .....

Signature: .....

IN THE CAPACITY OF.....

OFFICIAL STAMP:

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