

DATE: 19 September 2022

**REQUEST FOR QUOTATION: No. RFQ/HCR/GSO/2022/048**  
**SUPPLY AND INSTALLATION OF CAR PARKING SHADE AT UNHCR OFFICE IN GEDAREF**  
**QUOTATION TO BE RECEIVED BY: 3 Oct 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 and installation of car parking shade at UNHCR office in Gedaref as per attached Annex A (BOQ).

**1. REQUIREMENTS**

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

**Description/Specification:** Supply and installation of car parking shade at UNHCR office in Gedaref as per the attached Annex A and Annex C.

- **Location: UNHCR Office -Parking area – Gedaref Daim Hamad**
- **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 **25 Sep 2022 at 9:00 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: Sample Photo

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.

**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**).

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

### 3. CLARIFICATIONS

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to: [elgoni@unhcr.org](mailto:elgoni@unhcr.org); [khalils@unhcr.org](mailto:khalils@unhcr.org) CC. [woart@unhcr.org](mailto:woart@unhcr.org). The deadline for receipt of questions is **27 Sept 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 **3 Oct 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/2022/048**
- 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.

PP.  

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



**ANNEX A – TECHNICAL SPECIFICATIONS FOR SUPPLY AND INSTALLATION OF CAR PARKING SHADE AT UNHCR OFFICE IN GEDAREF**

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<b>Important Remarks:</b>		
Contractors shall visit the construction site to be fully informed about type of soil, scope of works and related technical issues before submitting quotations.		
All building materials used in this project should be approved by UNHCR Engineer		
Contractors shall submit work plan and time schedule		
يجب على المقاولين المتقدمين لهذا العطاء زيارة موقع البناء وذلك للإطلاع الكامل الشامل على نوع التربة ونطاق العمل والتفاصيل الفنية المتعلقة وذلك قبل تقديم الإسعار		
يجب على المقاولين المتقدمين لهذا العطاء تقديم خطة عمل وجدول زمني للعمل		
كل المواد المستعملة في تنفيذ هذا المشروع يجب أن تعرض على مهندس المفوضية للموافقة عليها		
No	Description	Quantity
1-	Supply approved materials, fabricate, and install car parking canopies made of 6" Ø steel pipe column 5mm thickness and purlins of 2", 1.5" and 1.25" Ø steel pipe as per the attached sketch covered by approved high-density polyethylene netting cloth, tensile membrane, HDPE. Dimensions between the 6" Ø steel pipe columns are 5 m linear, and the cantilever is 5 m linear. The price includes cuttings, welding, bolting, jointing, painting of steel structure and casting of reinforced concrete foundations/footings (50cmx50cmx100cm) of 1:2:4 ratio, 12mm rebars with all accessories, and related works. All works are as shown on the sketch, as per direction of UNCR Engineer and as per rules of workmanship.	1 sqm

No	Description	Quantity
1-	<p>توريد المواد المعتمدة وتصنيع وتركيب مظلات مواقف السيارات المصنوعة من 6" عمود مأسورة فولاذي بسلك 5 مم ومدادة من مأسورة فولاذية 2" و 1.5" و 1.25" وفقاً للرسم المرفق والمغطى بالبولي إيثيلين عالي الكثافة المعتمد، قماش شبكي، غشاء شد، HDPE. الأبعاد بين أعمدة الأنابيب الفولاذية 5 م، والناتئ 5 م. يشمل السعر عمليات القص واللحام والربط وطلاء الهيكل الفولاذي وصب الأساسات الخرسانية المسلحة (50 سم x 50 سم x 100 سم) بنسبة 1:2:4، حديد التسليح 12 مم مع جميع الملحقات، والأعمال المتعلقة بها. يتم عمل جميع الأعمال كما هو موضح في الرسم التخطيطي، وتوجيهات مهندس UNCR وقواعد الصنعة.</p>	1 متر مربع

**ANNEX B – FINANCIAL OFFER FORM**

**RFQ/HCR/GSO/2022/048**

**FINANCIAL OFFER FOR SUPPLY AND INSTALLATION OF CAR PARKING SHADE AT UNHCR OFFICE IN GEDAREF**

**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:** \_\_\_\_\_

No	Description	Quantity	Price SDG	Amount SDG
	<p>Supply approved materials, fabricate, and install car parking canopies made of 6" Ø steel pipe column 5mm thickness and purlins of 2", 1.5" and 1.25" Ø steel pipe as per the attached sketch covered by approved high-density polyethylene netting cloth, tensile membrane, HDPE. Dimensions between the 6" Ø steel pipe columns are 5 m linear, and the cantilever is 5 m linear. The price includes cuttings, welding, bolting, jointing, painting of steel structure and casting of reinforced concrete foundations/footings (50cmx50cmx100cm) of 1:2:4 ratio, 12mm rebars with all accessories, and related works. All works are as shown on the sketch, as per direction of UNCR Engineer and as per rules of workmanship.</p> <p><b>Rate per Square Meter:</b></p>	1 sqm		
<b>Total for 165 square meters</b>				



No	Description	Quantity	Price SDG	Amount SDG
1-	توريد المواد المعتمدة وتصنيع وتركيب مظلات مواقف السيارات المصنوعة من 6" عمود مأسورة فولاذي بسمك 5 مم ومدادة من مأسورة فولاذية 2" و 1.5" و 1.25" وفقاً للرسم المرفق والمغطى بالبولي إيثيلين عالي الكثافة المعتمد, قماش شبكي , غشاء شدة HDPE . الأبعاد بين أعمدة الأنابيب الفولاذية 5 م , والناتئ 5 م. يشمل السعر عمليات القص واللحام والربط وطلاء الهيكل الفولاذي وصب الأساسات الخرسانية المسلحة (50 سم x 50 سم x 1-100 سم) بنسبة 1: 2: 4 , حديد التسليح 12 مم مع جميع الملحقات , والأعمال المتعلقة بها. يتم عمل جميع الأعمال كما هو موضح في الرسم التخطيطي , وتوجيهات مهندس UNCR وقواعد الصنعة.	1 متر مربع		
السعر للمتر المربع:				
السعر ل 165 متر مربع				

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.....

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