

DATE: 07 October 2020

REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2020/038

FOR THE PROVISION OF INSPECTION, VERIFICATION, TESTING AND CERTIFICATION SERVICES FOR UNHCR ITEM (BUCKET) .

QUOTATION TO BE RECEIVED BY: 14 October 2020 16:00 HRS

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹, requests your price quotation for the **provision of inspection, verification, testing and certification services** per the attached Specifications (Annexes A).

1. REQUIREMENTS

- **Description:** Provision of inspection, verification, testing and certification services to UNHCR (potential bidders) asper the attached specifications **Annex A**.
- **Location:** Khartoum

Important:

- Please note that UNHCR has tax and duty exemption status.
- UNHCR can only facilitate payments through the local banks transfer
- Your Price quotation must be in USD or SDG and valid at least for 90 days.

Annex C: Financial Offer

- Unit cost per bucket testing:
- Offer Validity Period

For Goods and Services:

- Delivery Point:
- Name of Vendor.....
- Address / Telephone No:
- Contact Person:
- Date:.....
- Signature:

2. RFQ DOCUMENTS-ANNEXES.

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

Annex A: Specifications for the Bucket

¹ For further information on UNHCR, please see <http://www.unhcr.org>
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ABW

Annex B: Financial offer Form

Annex C: Vendor Registration form

Annex D: UNHCR General conditions for the provision of goods and services (The service provider should acknowledge in writing or signing).

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 of the invoice in UNHCR.

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 of the Sudan and therefore the current market condition must be factored in before submitting your quote.

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 on or before **14 October 2020 ,16:00 HRS Local time Sudan** by return only to email: sudkh-su@unhcr.org ,CC; Mahmouid@unhcr.org and woart@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 **[8] 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/SUD/2020/038**
- 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 NHCR 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.


Alexander B. Woart, 07/10/2020
Supply Officer
UNHCR Representative Office, Khartoum

