



**UNHCR**

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

DATE: 2 NOVEMBER 2022

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

SUPPLY AND DELIVERY OF SCHOOL MATERIALS TO UNHCR REPRESENTATION OFFICE IN  
KHARTOUM-SUDAN

QUOTATION TO BE RECEIVED BY: 7 NOVEMBER 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 **Supply of School Materials specified** in the **Annex A** below as part of this Request for Quotation (RFQ).

**1. REQUIREMENTS**

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

**Annex A: Financial Offer:**

Item Description	Specification	Quantity	Unit Cost (USD)	Total Amount (USD)
Grade One	Arabic Language	250		
	SMILE (Pupil's Book)	250		
	Mathematics	250		
Grade Two	Arabic Language	250		
	SMILE (Pupil's Book)	250		
	Mathematics	250		
Grade Three	Arabic Language	250		
	SMILE (Pupil's Book)	250		
	Mathematics	250		
	Science	250		
A 4 Paper	Double A	20 Boxes		
Pen	Red Pen (BIC)	24 Boxes		
Chalk High Quality	White	24 Boxes		
Toner	RICOH S-4253E	2		
Toner	RICOH 4500E	2		
Toner	RICOH 3110D	2		
Toner	RICOH MP2014H	3		
Toner	Sharp MX-238FT	2		
<b>Total cost (USD) Kindly state</b>				

**N/B: UNHCR will request for samples from all the bidder in order to confirm conformity to the specification**

**Delivery lead time: within 07 days upon receipt of Purchase Order.**

**Please fill in below lines:**

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

AKH

Delivery Point: To be delivered in UNHCR Khartoum Office

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: Financial offer form

Annex B: Vendor Registration Form

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

Annex D: 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, 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 B**).

Please note that these terms and conditions (**Annex C**) 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](mailto:SUDKH-SU@unhcr.org). The deadline for receipt of questions is 4 November 2022 23:59 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.

## 5. RFQ Submission

We would appreciate receiving your quotation on or before **7 November 2022, 15:00 HRS Sudan Standard Time** by return only to email: [sudkh-su@unhcr.org](mailto:sudkh-su@unhcr.org).

For further information on UNHCR, please see <http://www.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/2022/033**
- 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.



Abdikani Hassan Gedi  
Associate Supply Officer

02 NOV 2022

**UNHCR Representation Office in Khartoum**

