



UNHCR

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

DATE: 03 November 2022

REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2022/035

PROVISION OF TEAM BUILDING SERVICES (UNHCR RETREAT)

QUOTATION TO BE RECEIVED BY: 08 November 2022 – 16:00:00HRS 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 **Team Building Services (Unhcr Retreat)** 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 : Terms of Reference

2. RFQ DOCUMENTS-ANNEXES.

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

Annex A : Terms of Reference

Annex B: Financial Offer

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, 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 C**).

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 SUDKH-SU@unhcr.org. The deadline for receipt of questions is 28 August 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.

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

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 **08 November 2022, 16:00 HRS Sudan Standard Time** by return only to email: sudkh-su@unhcr.org.

IMPORTANT:

Bidders should submit their technical and Financial proposal in response to the Terms of Reference

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/2022/035**
- 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.

Ibrahima Drame

Supply Officer

UNHCR Representation Office in Khartoum



3/11/2022



UNHCR

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

Terms of Reference for Team Building Services for UNHCR Representation in Sudan

20 – 24 November 2022

Theme: Values in Action – Trust and Collaboration

INTRODUCTION

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950, by the United Nations General Assembly. The agency is mandated to lead and coordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has the mandate to help stateless people. For further information on UNHCR, its mandate and operation.

UNHCR, the UN Refugee Agency, is a global organization dedicated to saving lives, protecting rights, and building a better future for refugees, forcibly displaced communities, and stateless people. 89.3 million people worldwide were forcibly displaced at the end of 2021 as a result of persecution, conflict, violence, human rights violations or events seriously disturbing public order.

CONTEXT

UNHCR operation in Sudan includes an **emergency response to internal displacement and cross border movement** driven by the multitude of conflict-related, ecological, and economic factors, as well as regular programmes targeting refugees and IDPs in protracted displacement, but also programmes related to return and voluntary repatriation, statelessness as well as special projects contributing to overall peacebuilding efforts. The Office of the United Nations High Commissioner for Refugees (UNHCR), Representation Office in Khartoum, was established to provide protection assistance to refugees and asylum seekers country wide covering fourteen offices with almost 600 staff.

PURPOSE AND SCOPE

The theme of this year's Team building session and Code of Conduct session is *Values in Action – Trust and Collaboration*.

The overall purpose of this session of Code of Conduct is to celebrate the diversity of the team, enhance cohesion, build team moral and, encourage a harmonious working environment moving forward and demonstrate creative activities that will enhance staff interaction at all levels in the entire operation. Given the nature of the work, the assignment also includes acknowledgement of the important role of mental health.

Therefore, we are looking for fun, challenging and engaging activities that will:

- improve staff productivity and performance at the workplace
- strengthen team spirit, trust and collaboration among staff members
- improve staff communication, conflict resolution, team morale and adaptation to the organizational changes and situations.
- Enhance mode of conflict resolution with creative and practical activities.

ACTIVITIES / DELIVERABLES

1. Prepare and conduct fun and productive activities involving all staff (both indoor and outdoor) that:
 - a. Promote team spirit and encourage an understanding of the role of teams in the work environment.
 - b. Improve interpersonal communication skills (internal communications, external communications, confidentiality, and reliability).
 - c. Build staff morale.
2. Conduct an evaluation and provide a report with recommendations following the team building

DURATION AND MANAGEMENT

The services will be for four (04) days from 20th and 24th November 2022 under the supervision of the Internal Code of Conduct Facilitations and Assistant Representative (Administration).

ANNEX B**FINANCIAL PROPOSAL FORM FOR THE provision of team building services (UNHCR retreat)****RFQ/HCR/ROK/2022/035**

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

BIDDERS-NAME:

S.No	Description	Quantity	Price (USD)
1	Full package Fees for services as per Annex A - TOR	01	

Supplier may provide cost breakdown.

Delivery Date required by UNHCR: 20-24 November 2022

Proposed Delivery Date:

Validity of the offer:

PRICE QUOTED MUST BE EXCLUSIVE OF VAT

DATE:

NAME:

SIGNATURE:

IN THE CAPACITY OF:

DULY AUTHORIZED TO

SIGN BID FOR AND ON BEHALF OF:

OFFICIAL STAMP: