



UNHCR

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

DATE: 17 NOVEMBER 2022

REQUEST FOR QUOTATION: NO. RFQ/HCR/KAD/SUP/2022/09

FOR SUPPLY AND DELIVERY OF ASSORTED LIGHT VEHICLE SPARE PARTS

QUOTATION TO BE RECEIVED BY: 27 NOVEMBER 2022 – 15:00 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 response to this request for quotation for the supply and delivery of assorted light vehicle spare parts to UNHCR Kordofan operation, Sudan.

REQUIREMENT:p

As per **Annex A**: Technical Specifications and **Annex B**: Financial Offer

1. RFQ DOCUMENTS-ANNEXES:

The followings Annexes are an integral part of this RFQ

- Annex A: Technical Specifications
- Annex B: Financial Offer
- Annex C: Vendor Registration Form
- Annex D: UNHCR General Conditions of Contracts for provision goods
- Annex G: UN 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, Kadugli Sub 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.

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

Vendor Registration Form: If your company is not registered with UNHCR you should complete, sign, and submit with your offer 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.

2. ACKNOWLEDGMENT:

We would appreciate your informing us of the receipt of this RFQ by return email to sudkdst@unhcr.org :

- Your confirmation of receipt of this RFQ
- Whether or not you will be submitting a bid

3. CLARIFICATIONS:

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to sudkdst@unhcr.org The deadline for receipt of questions is 21 November 2022 15:00 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 of all **templates provided**. It should conform to the requirements and contain all information required. Your offer should consist of the following signed and stamped documents:

- This RFQ document
- Annex A: Technical Specifications
- Annex B: Financial Offer
- Annex C: Vendor Registration Form

Please fill in the below lines:

Name of the vendor:.....

Address/Telephone No:.....

Email address:.....

Contact person/ title:.....

Delivery lead time in days.....

Delivery term;

Delivery location:

Total amount (**Indicate USD or SDG**):.....

The total amount in words:.....

Offer validity period:.....

Indicate that you accept UNHCR general conditions of contracts for the provision of goods/ UN code of conduct:.....

Date:.....

Signature & Stamp:.....

5. RFQ SUBMISSION

We would appreciate receiving your quotation on or before **27 November 2022, 15:00 HRS Sudan Standard Time** by return to email sudkdst@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/KAD/SUP/2022/09 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 term of UNHCR is net **(30)** days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached in **(ANNEX D)** the UNHCR's General Conditions of Contracts for the Provision of Goods. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Sdah Mostafa
Senior Supply Associate
UNHCR Kadugli Sub Office, Sudan