

DATE: 25 November 2022

REQUEST FOR QUOTATION: No. RFQ/UNHCR/SDNELF/SUP/2022/039
For the Provision of Audio Trading and Simultaneous Translation Services
UNHCR EI Fasher Office

QUOTATION TO BE RECEIVED ON OR BEFORE: 29/11/2022 by 23:59 Sudan Time

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sudan requests your price offer for the Service specified in **Annex B** to this Request for Quotation (RFQ).

The following annexes are integral part of this RFQ:

- Annex A: UNHCR's General Conditions of Contracts for the Provision of Goods.
- Annex B: Financial offer form (**to be completed and submitted**).
- Annex C: Term of Reference (TOR)

1. Technical Requirements:

- The Audio trading & Translation Service you are offering must be as per Terms of Reference (ToR).
- **Requirement: Audio Trading and Simultaneous Translation Services**
- **Project duration: 3 days**
- **Project locations: North Darfur.**

2. Financial Offer: Please submit your price offer, using the financial form (**Annex B**). Your offer must be in **SDG or USD**. Your prices must be inclusive of costs like production, labour, overhead, exchange rates and other risks, transportation up to EI Fasher etc. UNHCR shall not accept any requests for additional payments after reception of your offer. **Please Ensure that your financial offer does not have cancelations or corrective fluid on it. Any offer with corrective fluid shall be disqualified.**

UNHCR is Tax exempted, in this regard, price has to be given without VAT.

3. Award Criteria: The lowest priced, substantially compliant offer will be recommended for a contract award.

Your quotation must be valid for at least 30 calendar days. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached ANNEX-A the UNHCR's General Conditions of Contracts for Good & services 2018. You must clearly indicate in your quotation if you accept them.

3.1. RFQ Submission: We would appreciate receiving your quotation on or before **29 November 2022 at 23:59 Sudan Time by one of the following ways:**

3.2. By e-mail in an attached PDF format to sudefrfq@unhcr.org with **22/UNHCR/SDNELF/SUP/RFQ/0039** in the subject line

Or

- 3.3. **In a sealed envelope addressed to:**
Supply Unit, UNHCR EI Fasher Sub-Office
EI Fasher, North Darfur

On the envelope, please mention the following mention:

RFQ 22/UNHCR/SDELF/SUP/RFQ/039 - Audio Trading and Simultaneous Translation Services to *UNHCR EI Fasher Office*

Name of your firm (Mandatory)

C/o - Supply Unit

Please, ensure to use the format provided (annex B) and that your calculations of unit and total prices are accurate.

Please indicate in the e-mail subject field:

Thank you for your kind attention.

Supply Unit

UNHCR Darfur, Sudan