



UNHCR

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

DATE: 29 November 2022

REQUEST FOR QUOTATION: [No. KSO/ SC/RFQ/22/018]

Procurement of air conditioning for UNHCR Kassala office- Sudan

QUOTATION TO BE RECEIVED BY: 05 December 2022 by 23:59 Hrs.

INTRODUCTION TO UNHCR

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 co-ordinate 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 a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 34 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

1. REQUIREMENTS

UNHCR Sub-office Kassala would like to award a contract for services and to receive firm offers from duly registered local companies in Sudan. The required construction services should be as per the specification given in Annex A and Annex B.

- Requirement: Air Conditioning
- Quantities: As specified in Annex A
- Delivery: DAP UNHCR Kassala warehouse
- Delivery Period: 10 days after issuing the purchase order

Find below a detailed specification in (ANNEX A) about the list of locations need fumigation. Your offer shall be prepared in English. In case of error in the total, UNIT price will be considered for calculation.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration. Your offer should be exclusive of all direct taxes and duties. A vendor should provide the rates for the whole requirement in Annex A.

- Currency: SDG / USD
- Unit Cost: SDG / USD without VAT
- Cost of Services: SDG / USD

The following annexes form integral part of this request for quotation:

Annex A: Detailed Specification and Financial Offer Form

Annex B: Vendor Registration Form (June 2018 version)

Annex C: UNHCR General Terms and Conditions for Provision of goods (July 2018 version)

Annex: D Supplier code of conduct

2. RFQ Submission

We would appreciate receiving your quotation on or before **05 December 2022 by 23:59:00 hrs.** The quotations must be accompanied by the below-mentioned documents.

1. Company registration certificate
2. Acceptance of UNHCR general conditions for the provision of Goods (July – 2018)
3. Tax registration certificate
4. Duly filled UNHCR vendor registration form. If you are a registered vendor with UNHCR, just provide the UNHCR vendor registration ID.

Your offer/quotation must be duly signed and stamped with date sent via email or by courier or hand on the given email and physical addresses on or before the closing date and time:

SUPPLY CHAIN UNIT,
UNHCR Sub Office Kassala
Modfaya Area,
Wali Street, Plot # 231
Kassala- Sudan

To: Email address: sudkasupplyunit@unhcr.org.


IMPORTANT: Quotations that are otherwise addressed and/or copied or sent to other addresses or individuals other than the above-mentioned dedicated UNHCR Supply Unit or unless otherwise advised, will be marked invalid and not considered for evaluation.

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The standard payment terms of UNHCR are net **30** days upon satisfactory delivery of goods and acceptance thereof by UNHCR.

Please find attached in ANNEX C, the UNHCR's General Conditions of Contracts for the purchase of goods–July 2018. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

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10:45:02
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Taha Elmahajoub
Assistant Supply Officer
UNHCR Sub Office Kassala





ANNEX A– SPECIFICATION & PRICE PROPOSAL FORM
REQUEST FOR QUOTATION: No. KSO/ SC/RFQ/22/018

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Supply and delivery of air conditioning for UNHCR office Kassala – Sudan

Payment terms: Acceptance of UN payment terms (i.e. 30 days net from receipt of documents) and please click YES or NO

I undertake, if our quotation is accepted, to ensure **the supply and delivery of air conditioning** are in accordance with required specification, quality, financial offer and term of reference Annex B as specified in the bidding document.

I agree to abide by this quote for a period of **90 days** from the date fixed for opening of the quotes in the request for quotation (RFQ) document, and it shall remain binding upon us and may be accepted at any time before the expiration of the period.

The undersigned confirms hereby acceptance of the UNHCR General Terms and Conditions for provision of Goods, including UNHCR payment terms as specified in this RFQ.

Price proposal						
No.	Description	Unit	Qty	Type Brand	Unit price SDG/USD	Total Amount SDG/USD
1	Air condition Split unit 18,000 BTU	Ea	20			
2	Air condition Split unit 24,000 BTU	Ea	6			
Total amount						
Total amount in word					
Total days for delivering the items						

Name of Bidder: _____ Designation: _____

Telephone No _____ Email Address: _____

Company Name: _____

Company Address: _____

Authorized Signature: _____ Company Stamp: _____

Date: _____