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DATE: 15 December 2022

REQUEST FOR QUOTATION: No. RFQ/HCR/GSO/2022/074

**SUPPLY AND DELIVERY (DDP-GEDAREF) OF ASSORTED FURNITURE TO UNHCR GADARIF WAREHOUSE,
GEDAREF TOWN, EAST SUDAN**

QUOTATION TO BE RECEIVED BY: 18 December 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 the **Supply and Delivery (DDP Gedaref) of Assorted Furniture to UNHCR Gadaref Warehouse, Gedaref Town, East Sudan** as specified in (Annex A) and attached to this Request for Quotation (RFQ).

1. REQUIREMENTS

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

1. Supply and Delivery of Assorted Furniture (DDP Gedaref) to UNHCR Gadaref Warehouse, Gedaref Town as per the attached specification Annex A.

2. RFQ DOCUMENTS-ANNEXES.

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

Annex A: Specifications of Assorted Household Appliances

Annex B: Financial Offer Form

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, Gedaref 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 Primary Bank is the **Blue Nile Meshrag Bank**. UNHCR can only facilitate payments through the local banks and not in banks outside of Sudan. Therefore, the current market condition and Central Bank of Sudan regulations and policies **MUST** be factored in before submitting your offer.

Vendor Registration Form: If your company is not registered with UNHCR or have not been active or received a UNHCR PO for more six (6) months, you should complete, sign and submit with your technical proposal the Vendor Registration Form (Annex C).

3. CLARIFICATIONS

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to alawad@unhcr.org or khalils@unhcr.org The deadline for receipt of questions is **18 December 2022, 12:00 HRS** Sudan Standard Time. Bidders are requested to keep all questions concise

Please note that these terms and conditions (Annex D) will be strictly adhered to for the purpose of any future contract.

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

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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/offer on or before **18 December 2022, 15:00 HRS Sudan Standard Time** by return only to email: sudgesu@unhcr.org or delivered in a sealed envelope at the Office of the Supply Unit at UNHCR Sub Office Gedaref located at Dem Hamed West, Gedaref Town.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of [20] 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/GSO/2022/074**
- 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.

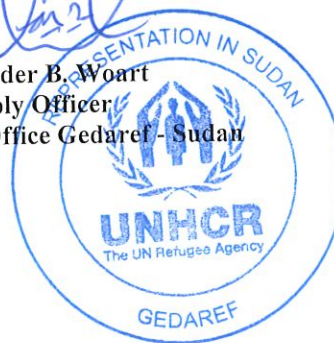
Information provided by the bidder will constitute the basis for eventual purchase order(s). UNHCR may, at its discretion, extend the deadline for the submission of proposals, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation 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.

Please find attached in (**Annex D**) the UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services-Rev July 2018. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.




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Alexander B. Woart
Supply Officer
UNHCR Sub Office Gedaref - Sudan






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ANNEX A – Technical Specifications of Assorted Furniture

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S/N	Item Description	Sample Picture	Packing Unit	Qty
1	Executive Office Desks with Accessories (Drawer, Computer Table .etc.) Refer to the photo attached		Set	2
2	Office Desk L -Shape with metal pedestals Office table 60x75 cm+ attached computer table 75X50 cm +Drawers		Set	18
3	Managerial Chair Swivel with Arms		EA	14

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4	Meeting table with 24 chairs		EA	1
5	Office Sofa set VIP		set	2
6	Office Chairs swivel mesh back with arm rests		EA	30
7	Visitor Chairs with arms and metal legs		EA	4

ASSORTED HOUSEHOLD APPLIANCES SHOULD BE DELIVERED TO UNHCR WAREHOUSE IN GEDAREF.

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

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ANNEX B – FINANCIAL OFFER FORM

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FINANCIAL OFFER FOR THE SUPPLY AND DELIVERY (DDP Gedaref) OF ASSORTED FURNITURE TO UNHCR GEDAREF WAREHOUSE, GEDAREF TOWN, EAST SUDAN

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

BIDDER NAME: _____

S/N	Item Description	Qty	Unit Price (USD)	Total (USD)
1	Executive Office Desks with Accessories (Drawer, Computer Table ..etc.) Refer to the photo attached	2		
2	Office Desk L -Shape with metal pedestals Office table 60x75 cm+ attached computer table 75X50 cm +Drawers	18		
3	Managerial Chair Swivel with Arms	14		
4	Meeting table with 24 chairs	1		
5	Office Sofa set VIP	2		
6	Office Chairs swivel mesh back with arm rests	30		
7	Visitor Chairs with arms and metal legs	4		
Grand Total (USD)				

Name of Vendor.....

Address/Telephone No:

Email Address.....

Contact Person:

Delivery time in days:

Total Amount in Words:

Offer Validity Period:

Warranty.....

Date:

Signature:

IN THE CAPACITY OF.....

OFFICIAL STAMP:

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

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