



UNHCR

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

DATE: 22nd January 2023

REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2023/002

SUPPLY AND DELIVERY OF STATIONERY

QUOTATION TO BE RECEIVED BY: 29th JANUARY 2023 - 15:00 HRS 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 of **stationeries** specified in the **Annex A** as part of this Request for Quotation (RFQ).

1. REQUIREMENTS

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

Annex A: Financial Offer:

S/N	Item Description	Specifications	Picture	Unit	Quantities	Unit Cots (USD)
1.	Permanent Marker Pen	Blue, green, red & Black set of 10.		Set	100	
2.	Pencil	Pencil. Box 12 PCs		Box	100	
3.	Pen (Blue), Big	Blue Box 50 PCs		Box	300	
4.	Uni ball Blue Pen	Blue Box 12 PCs		Box	200	
5.	Uni ball Red Pen	Red Box 12 PCs		Box	200	
6.	Parvo Blue Pen	Blue Box 10 PCs		Box	200	
7.	Linc Black Pen	Black Box 50 PCs		Box	200	
8.	Parvo Red Pen	Red Box 10 PCs		Box	200	
9.	Parvo Green Pen	Green Box 10 PCs		Box	200	
10.	Monteux Blue pen	Blue Box 10 PCs		Box	300	
11.	Pen Holder	Plastic & Steel		Pc	50	
12.	Stamp pad			Pc	20	
13.	Ink	Stamp pad		Pc	20	
14.	Glue stick	15 Gm		Pc	300	
15.	Corrector Pen			Pc	300	
16.	White board marker	Blue, green, red & Black		Pc for Each	300	
17.	binder clips 41mm	41mm		Box	300	
18.	binder clips 25mm	25mm		Box	300	
19.	binder clips	1-5/8 width		Box	300	
20.	binder clips	2"width		Box	300	
21.	paper clip	78mm Jumbo		Box	500	
22.	paper clip	50mm		Box	500	
23.	paper clip	33mm		Box	500	
24.	paper clip	28mm		Box	500	
25.	highlighter	Different colors box 4 PCs different colors		Box	200	

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26.	White Board Wiper			Pc	100	
27.	White Board spray cleaner	Bottle 75ml		Pc	50	
28.	Pencil Rubber			Pc	500	
29.	Pencil sharpener			Pc	500	
30.	Printed Envelops	200*260, A5		Box	30	
31.	Printed Envelops	450*330, A3		Box	30	
32.	Printed Envelops	324*229, A4		Box	30	
33.	Brown Envelops	324*229, A4		Box	30	
34.	Printed Envelops	110*220		Box	30	
35.	Brown Envelops	110*220		Box	30	
36.	Print of vehicle daily book	Blue, carton cover with trips table tracker. 100 page		Pc	20	
37.	Print of vehicle daily book	Green, carton cover with trips table tracker. 100 Page		Pc	20	
38.	notebook with wire,	A5		Pc	700	
39.	notebook with wire,	A4		Pc	700	
40.	UNHCR Jacket folder	Light Blue		Pc	700	
41.	UNHCR Jacket folder	Navy Blue		Pc	700	
42.	Sticky note(colors),	76*101 mm		Pc	700	
43.	Sticky note	(yellow),76*76 mm		Pc	700	
44.	Sticky note	(colors),76*76 mm		Pc	700	
45.	water glue	50ml		Pc	100	
46.	Scotch (transparent tape)	48 mm**100 yds		Pc	50	
47.	Scotch (transparent tape),	small		Pc	50	
48.	Cutter			Pc	20	
49.	Laminator paper,	A4 (210*297)		Pc	500	
50.	carbon paper	Packet 100PCs		Packet	200	
51.	Manuscript book,	A4, registration		Pc	500	
52.	Manuscript book,	A5, registration		Pc	500	
53.	Double side tape	Double face small & big		Pc	100	
54.	calculator,	14 digits		Pc	50	
55.	scissors	Big, medium and small		Pc	100	
56.	Key Holder			Pc	500	
57.	signature book			Pc	200	
58.	signature Pointer/	sticky highlight page marker		Pc	500	
59.	Stapler,	heavy duty		Pc	200	
60.	Stapler	, regular		Pc	200	
61.	Staples,	heavy duty		Pc	500	

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62.	Staples,	standard size		Pc	500	
63.	Staples remover			Pc	300	
64.	plain sheet,paig A4	SQURE File		Pc	500	
65.	Tape dispenser,	small		Pc	200	
66.	Tape dispenser,	big		Pc	200	
67.	Ruler,	30cm, plastic & steel		Pc	500	
68.	Card Cutters	Disk cutter		Pc	50	
69.	Puncher-	Heavy duty		Set	200	
70.	Plastic Folder	U shape		Set	500	
71.	Plastic Folder	L shape		Set	500	
72.	Puncher,	15 sheets		Pc	200	
73.	Puncher,	40 sheets		Pc	200	
74.	plain white cover folder	white cover folder		Pc	500	
75.	paper fastener	8 cm		Pc	1000	
76.	Dividers-	Numbers (1-10)		Pc	1000	
77.	Dividers-	Numbers (1-6)		Pc	1000	
78.	Dividers-Letters	(A-Z)		Pc	1000	
79.	Display Book-	Black		Pc	500	
80.	Display Book-	Green		Pc	500	
81.	Display Book-	Red		Pc	500	
82.	Display Book-	Blue		Pc	500	
83.	Display Book-	Gray		Pc	500	
84.	Suspension file	foolscap size		Pc	500	
85.	ID Holder			Pc	500	
86.	Tray	3 layers		Pc	100	
87.	Box file-	black 4 cm		Pc	500	
88.	Box file-	black 8 cm		Pc	500	
89.	Box file-	Red 8 cm		Pc	500	
90.	Box file-	Green 8 cm		Pc	500	
91.	Box file-	blue 8 cm		Pc	500	
92.	White board	Big 120x240cm		Pc	20	
93.	White board	Medium 120x180		Pc	20	
94.	Whiteboard	small(used) 90x120		Pc	20	
95.	Hanger flip chart used	Stand		Pc	20	
96.	Hanger flip chart (new)	Stand		Pc	20	
97.	Flip chart paper			Pc	200	
98.	Hanger Files			Pc	200	
99.	Pins board			Pc	10	
100.	colored folder			Pc	500	
101.	A4 white paper	white paper Cartons 12 packets and the packet 400 paper		Box	80	
102.	A3 white paper	white paper carton 6 packets and the packet 400 papers.		Box	80	
Total cost in USD						

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N/B: Kindly attached sample photos for each item with detailed specification for UNHCR to make informed decision

Delivery lead time:

Warranty if any:

Please fill in below lines:

Delivery Duty Paid (DDP) To UNHCR Khartoum warehouse

Name of Vendor.....

Address/Telephone No:

Contact Person:

Delivery time in days:

Total Amount in Words:

Offer Validity Period:

Date:

Signature:

2. RFQ DOCUMENTS-ANNEXES.

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

Annex A: Financial offer form

Annex B: Vendor Registration Form

Annex C: UNHCR General Conditions of Contracts for the Provision of Goods and Services - July 2018

Annex D: 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 B**).

Please note that these terms and conditions (**Annex C**) 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 with CC: sulimamo@unhcr.org. The deadline for receipt of questions is 26th January 2023 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 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

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

We would appreciate receiving your quotation on or before **29 January 2023, 15:00 HRS Sudan Standard Time** by return only to email: sudkh-su@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/ROK/2023/002**
- 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.



UNHCR Representation Office in Khartoum