



# UNHCR

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

DATE: 30<sup>th</sup> January 2023

REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2023/004

SUPPLY AND DELIVERY OF STATIONERY

QUOTATION TO BE RECEIVED BY: 1<sup>st</sup> February 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	25	
2.	Pencil	Pencil. Box 12 PCs		Box	10	
3.	Pen (Blue), Big	Blue Box 50 PCs		Box	50	
4.	Uni ball Blue Pen	Blue Box 12 PCs		Box	50	
5.	Uni ball Red Pen	Red Box 12 PCs		Box	50	
6.	Parvo Blue Pen	Blue Box 10 PCs		Box	50	
7.	Linc Black Pen	Black Box 50 PCs		Box	50	
8.	Parvo Red Pen	Red Box 10 PCs		Box	50	
9.	Parvo Green Pen	Green Box 10 PCs		Box	50	
10.	Monteux Blue pen	Blue Box 10 PCs		Box	50	
11.	Pen Holder	Plastic & Steel		Pc	20	
12.	Stamp pad			Pc	10	
13.	Ink	Stamp pad		Pc	10	
14.	Glue stick	15 Gm		Pc	50	
15.	Corrector Pen			Pc	50	
16.	White board marker	Different colors		Pc	50	
17.	binder clips 41mm	41mm		Box	50	
18.	binder clips 25mm	25mm		Box	50	
19.	binder clips	1-5/8 width		Box	50	
20.	binder clips	2"width		Box	50	
21.	paper clip	78mm Jumbo		Box	50	
22.	paper clip	50mm		Box	50	
23.	paper clip	33mm		Box	50	
24.	paper clip	28mm		Box	50	
25.	highlighter	Different colors box 4 PCs different colors		Box	50	
26.	White Board Wiper			Pc	50	

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

27.	White Board spray cleaner	Bottle 75ml		Pc	20	
28.	Pencil Rubber			Pc	100	
29.	Pencil sharpener			Pc	100	
30.	Brown Envelops	324*229, A4		Box	30	
31.	Brown Envelops	110*220		Box	30	
32.	notebook with wire,	A5		Pc	200	
33.	notebook with wire,	A4		Pc	200	
34.	Sticky note(colors),	76*101 mm		Pc	200	
35.	Sticky note	(yellow),76*76 mm		Pc	200	
36.	Sticky note	(colors),76*76 mm		Pc	200	
37.	water glue	50ml		Pc	50	
38.	Scotch (transparent tape)	48 mm**100 yds		Pc	20	
39.	Scotch (transparent tape),	small		Pc	20	
40.	Cutter			Pc	10	
41.	Laminator paper,	A4 (210*297)		Pc	150	
42.	carbon paper	Packet 100PCs		Packet	100	
43.	Manuscript book,	A4, registration		Pc	100	
44.	Manuscript book,	A5, registration		Pc	100	
45.	Double side tape	Double face small & big		Pc	50	
46.	calculator,	14 digits		Pc	20	
47.	scissors	Big 15, medium 15 and small 15		Pc	45	
48.	Key Holder			Pc	100	
49.	signature book 25 paper			Pc	50	
50.	signature Pointer/	sticky highlight page marker big		Pc	50	
51.	Stapler,	heavy duty 100 paper 25. heavy duty 200 paper 25.		Pc	50	
52.	Stapler	, regular		Pc	100	
53.	Staples,	heavy duty. 100& 200 paper.		Pc	50	
54.	Staples,	standard size		Pc	100	
55.	Staples remover			Pc	100	
56.	plain sheet,paig A4	SQUIRE File		Pc	100	
57.	Tape dispenser,	small		Pc	50	
58.	Tape dispenser,	big		Pc	50	
59.	Ruler,	30cm, plastic 50 & steel 50		Pc	100	
60.	Card Cutters	Disk cutter		Pc	20	
61.	Puncher-	Heavy duty100 paper & 150 paper.		PC	50	
62.	Plastic Folder	U shape		Set	100	

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

63.	Plastic Folder	L shape		Set	100	
64.	Puncher,	15 sheets		Pc	50	
65.	Puncher,	40 sheets		Pc	50	
66.	paper fastener	8 cm, box 50 PCs		BOX	4	
67.	Dividers-	Numbers (1-10)		Pc	500	
68.	Dividers-	Numbers (1-6)		Pc	500	
69.	Dividers-Letters	(A-Z)		Pc	500	
70.	Display Book-	Black, 40 sheets		Pc	100	
71.	Display Book-	Green, 60 sheets		Pc	100	
72.	Display Book-	Red, 100 sheets		Pc	100	
73.	Display Book-	Blue, 80 sheets		Pc	100	
74.	Display Book-	Gray, 10 sheets		Pc	100	
75.	Suspension file	foolscap size		Pc	200	
76.	Tray ,	3 layers		Pc	70	
77.	Box file-	black 4 cm		Pc	200	
78.	Box file-	black 8 cm		Pc	200	
79.	Box file-	Red 8 cm		Pc	200	
80.	Box file-	Green 8 cm		Pc	200	
81.	Box file-	blue 8 cm		Pc	200	
82.	White board	big(used) 120x240cm		Pc	10	
83.	White board	Medium 120x180		Pc	10	
84.	Whiteboard	small 90x120		Pc	10	
85.	Hanger flip chart	Stand		Pc	15	
86.	Flip chart paper			Pc	50	
87.	Pins board			Pc	10	
88.	A4 white paper	white paper Cartons 12 packets and the packet 400 paper		Box	80	
89.	A3 white paper	white paper carton 6 packets and the packet 400 papers.		Box	50	
<b>Total cost in USD</b>						

**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.**

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

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](mailto:SUDKH-SU@unhcr.org) with CC: [sulimamo@unhcr.org](mailto:sulimamo@unhcr.org). The deadline for receipt of questions is 31<sup>st</sup> 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

We would appreciate receiving your quotation on or before **1<sup>st</sup> February 2023, 15:00 HRS Sudan Standard Time** by return only to email: [sudkh-su@unhcr.org](mailto: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/2023/004**
- 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.



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