



UNHCR

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

DATE: 6 March 2023

REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2023/09

INSTALLATION OF THREE CENTRAL UPS UNITS IN UNHCR OFFICES OF KADUGLI, ELFULA
AND ABUJUBIHA

QUOTATION TO BE RECEIVED BY: 12 March 2023 – 16:00:00HRS 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 **Installation of Central UPS Units** specified as per Annex A – SOW.

1. REQUIREMENTS

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

Annex A : Scope of Work

2. RFQ DOCUMENTS-ANNEXES.

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

Annex A: Scope of Work

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, 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 C**).

Please note that these terms and conditions (**Annex D**) 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.

4. YOUR OFFER

Your Offer shall be prepared in English.

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

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration.

Your offer shall comprise the following sets of documents:

- **Technical offer**
- **Financial offer**

4.1. Content of the Technical Offer

The Scope for Work for **INSTALLATION OF THREE CENTRAL UPS UNITS IN UNHCR OFFICES OF KADUGLI, ELFULA AND ABUJUBIHA** can be found in **Annex A**. Your technical offer should be concisely presented and structured in the following order to include, but not necessarily limited to the following information:

- Certificate of Registration issued by the Ministry of Justice (Commercial Registration Department)
- List of key personnel and their qualifications
- The organization structure or organizational chart.
- Frame-time for completion of the project
- Work Schedules; **installation services for the three locations**
- Past experience and performance records with other UN Agencies, NGOs or any other major clients and other credentials.
- Experience on similar works
- List of references for similar projects performed by contractor.
- Project assumptions and constraints based on your understanding of the project;
- Audited reports for last three years
- Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the requested requirements by UNHCR as specified in Annex A.
- Vendor Registration Form: If your company is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor Registration Form (Annex E).

4.2. Content of the FINANCIAL OFFER

Your separate Financial Offer must contain an overall offer in United States Dollars (USD). The financial offer must cover all the services to be provided (price "all inclusive"). If no financial offer is received, the bid shall be automatically disqualified. For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

The Financial Offer is to be submitted as per attached (**Annex B**). Bids that have a different price structure may not be accepted.

5. RFQ Submission

We would appreciate receiving your quotation on or before **12 March 2023, 16:00 HRS Sudan Standard Time** by return only to email: sudkh-su@unhcr.org.

IMPORTANT:

Bidders should submit their technical and financial proposal in response to the Scope of Work

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.

AWARD OF PURCHASE ORDER:

The award of this Contract/Purchase Order will be based on the lowest technically qualified basis.

Please indicate in the e-mail subject field:

- RFQ Number: **RFQ/HCR/ROK/2023/09**
- Name of your firm:
- Number of e-mails that are sent (example: 1/2, 2/2)

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

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.

Ibrahima Drame
Supply Officer

UNHCR Representation Office in Khartoum

