

DATE: 16 March 2023

REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2023/012

REQUEST FOR THE PROVISION OF INSPECTION SERVICE FOR EMERGENCY SHELTER MATERIALS AND TOOLS KITS

QUOTATION TO BE RECEIVED BY: 22 March 2023 15:00 HRS

The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950 by the United Nations General Assembly¹, requests your price quotation **for the provision of inspection service for Emergency Shelter Materials and Tools Kits** as per the attached Specifications (Annexe A).

1. REQUIREMENTS

- **Description:** Provision of inspection services to UNHCR as per the attached specifications **Annex A**.
- **Location:** Khartoum Warehouse – Located in Mayo Area.

Important:

- Please note that UNHCR has tax and duty exemption status.
- UNHCR can only facilitate payments through the local banks transfer
- Your Price quotation must be in USD and valid at least for 90 days.

Annex C: Financial Offer

- Unit cost per inspection service.
- Offer Validity Period

For Goods and Services:

- Delivery Point:
- Name of Vendor.....
- Address / Telephone No:
- Contact Person:
- Date:.....
- Signature:

2. RFQ DOCUMENTS-ANNEXES.

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

Annex A: Technical Specification

Annex B: Financial offer Form

¹ For further information on UNHCR, please see <http://www.unhcr.org>
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Annex C: Vendor Registration form

Annex D: UNHCR General conditions for the provision of goods and services (The service provider should acknowledge in writing or signing).

Annex E - UN Suppliers 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 of the invoice in UNHCR.

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 of the Sudan and therefore the current market condition must be factored in before submitting your quote.

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.

3. RFQ Submission

We would appreciate receiving your quotation on or before **22 March 2023 ,15:00 HRS Local time Sudan** 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 **[8] 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/SUD/2023/012**
- 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 NHCR 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 Representative Office, Khartoum



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

Annex (A) Technical Specification for Emergency Shelter Material and Tools Kits

United Nations High Commissioner for Refugees (UNHCR)			
Bill of Quantity (BOQ) of Emergency Shelter kits (Materials) and Tools			
Shelter size: 3.0 x 6.0 Meter			
No.	Description	Qty/ Kit	UOM
Shelter Materials			
1	<u>Not less than 2.0-meter length</u> , Side Short Poles/Sheba (Y pole) (3" dia top to bottom, tolerance +- 2%) The hardwood can be of Ban, Sahab or babanus tree, fresh local harvest, with bark unstripped, free from decay, insect attack, rot pockets any damages caused by handling and processing.	8	Pcs
2	<u>Not less than 2.5-meter length</u> , Long Poles (3" dia top to bottom, tolerance +- 2%) The wood can be of Ban, Sahab or babanus tree the hardwood can be of Ban, Sahab or babanus tree, fresh local harvest, with bark unstripped, free from decay, insect attack, rot pockets any damages caused by handling and processing.	4	Pcs
3	<u>Not less than 2.5-meter length</u> , Purlin/beam (3" dia) The wood can be of Ban, Sahab or babanus tree	13	Pcs
4	<u>Not less than 4.0-meter length</u> , Bamboo Stick (@ 2" dia top to bottom, tolerance +- 2%) for Curved Roof @ 20cm Bamboo should free from decay, insect attack, rot pockets any damages caused by handling and processing.	15	Pcs
5	<u>Not less than 3.5-meter length</u> , Wall Plate/Beam (3" dia top to bottom, tolerance +- 2%) The wood can be of Ban, Sahab or babanus tree the hardwood can be of Ban, Sahab or babanus tree, fresh local harvest, with bark unstripped, free from decay, insect attack, rot pockets any damages caused by handling and processing.	6	Pcs
6	Hazeer/Reed Rush Mat for walls/sides (Good quality for Bamboo Stick slice for Roof)	40	m ²
7	Shargani (3.5x2.3m) for the roofing (total required/shelter 84 m2)	3	Pcs
8	Locally Produced Rope (Jamica)	2	kg
Shelter tools			
1	Wood Saw 2 feet long stainless-steel blade with smooth wooden handle	2	Pcs
2	Shovel (Complete) heavy duty good quality	2	Pcs
3	1 Meter Rod @ 1.5" dia	2	Pcs
4	Axe (Complete) heavy duty good quality	2	Pcs

ANNEX B

FINANCIAL PROPOSAL FORM FOR THE PROVISION OF INSPECTION SERVICES FOR EMERGENCY SHELTER MATERIALS AND TOOL KITS No: RFQ/HCR/ROK/2023/012

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

BIDDERS-NAME:

S.No	Items	Number of Samples to be inspected.	Inspection fees per one sample of Emergency Shelter Materials and tool kits (ALL inclusive) - USD	Total Cost (USD)
1	Provision of inspection service for Emergency Shelter materials and tool kits as per Annex A	1		

Service delivery date required by UNHCR:

Proposed Delivery Date:

Validity of the offer:

PRICE QUOTED MUST BE EXCLUSIVE OF VAT

DATE: _____

NAME: _____

SIGNATURE: _____

IN THE CAPACITY OF: _____

DULY AUTHORIZED TO SIGN BID FOR AND ON BEHALF OF: _____

OFFICIAL STAMP: