

DATE: 27 MARCH 2023

REQUEST FOR QUOTATION: No. RFQ/HCR/GSO/2023/005

**PROVISION OF LAN CABLING SERVICES & SERVER ROOM POWER CABLING FOR UNHCR OLD OFFICE
LOCATED IN MINISTRIES STREET - GEDAREF TOWN, EAST SUDAN**

QUOTATION TO BE RECEIVED BY: 5 April 2023 - 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 **Provision of Lan Cabling Services & Server Room Power Cabling for UNHCR old office Located in Ministries Street - Gedaref Town, East Sudan** 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- Provision of Lan Cabling Services & Server Room Power Cabling for UNHCR old office Located in Ministries Street - Gedaref Town, East Sudan.

NOTE:

All potential bidders are encouraged to inspect the site before submitting their offer. **On site meeting will be conducted on Sunday 2 April 2023 at 9:30 AM**, bidder will be required to call **Mr. Abdelhalim Ahmed +249123156030** to get a better approach and understanding of the works required.

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

Annex F: Network diagram

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 khalils@unhcr.org. The deadline for receipt of questions is **5 April 2023, 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.

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 **5 April 2023, 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/2023/005**
- 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.



ANNEX - A

SCOPE OF WORK FOR PROVISION OF LAN CABLING SERVICES & SERVER ROOM POWER CABLING FOR UNHCR OLD OFFICE LOCATED IN MINISTRIES STREET - GEDAREF TOWN, EAST SUDAN

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The scope covers design/development of a suitable layout of the proposed networking system, preparation of bill of materials, pre-dispatch inspection / testing, packing, and forwarding, transportation, insurance and carrying out further activities at the site like unloading, storage (space to be provided by the UNHCR), further handling, testing, and commissioning including successful completion of acceptance tests and any other services specified.

The vendor shall be responsible for providing all materials, equipment's, and services, specified or otherwise, which are required to fulfil the intent of ensuring operability, maintainability, and reliability of the complete equipment covered under this specification within the quoted price. This work shall be in compliance with all applicable standards, statutory regulations and safety requirements in force of the date of award of this contract.

The details are as below.

1. The Vendor will perform a site survey.
2. Preparation of Actual Bill of Material based on Survey and UNHCR's requirements.
3. Prepare technical design drawings to specifications and provide hard and soft copies.
4. Provide comprehensive network infrastructure design and support services and create as-built drawings.
5. Laying and Termination of CAT6 UTP Cable. All cabling must be "structured"
6. Provide, install, and configure support structures and components needed for end-to-end network operations per project specifications in individual task orders—cable trays, equipment racks, cabinets, plywood backboards, blocks, patch panels, jacks, outlets, patch cords, labels, tie wraps e.tc.
7. Install, test, and certify cabling and conduit systems associated with electrical power distribution.
8. Labelling of Cables, I/Os, Jack Panel, Switches for new connections
9. Provide test equipment to test all cables installed to certify performance
10. Repair/Refurnishing work owing to damage caused due to cabling or any other work related to this Project. There should not be any hanging or uncovered wire. Provide material necessary to perform any minor construction for required installations.
11. Patch cord should be branded, and factory crimped
12. The vendor shall also be responsible for availing qualified personnel for installation, testing, commissioning, and other services under his scope of work as per this specification.
13. All required tools and tackles for completing the scope of work as per the specification is the responsibility of the vendor. No separate charges for fixing/crimping/other connection charges would be paid by UNHCR.
14. The installation of equipment's shall be accepted only after installation tests are over.
15. The vendor should ensure while installation of LAN, day-to-day functioning of official work and existing network setup/connectivity/internet connectivity should not get disrupted.
16. Onsite warranty for all Installation and Hardware delivered for minimum one year and extended as per OEM (Official Equipment Manufacturer) guarantee/warranty offered.

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

17. In case, the quantity of laying cables or fixing wall mount sockets etc. exceeds or is less than the quantity in bid price schedule, the payment for the executed quantity shall be paid on pro-rata basis, for the actual quantities consumed / for which the installation is carried out through the vendor on Certification by UNHCR's ICT team
18. UNHCR reserves the right for quantity variation due to increase/decrease in requirements. The vendor shall also provide all required equipment which may not be specifically stated herein but are required to meet the intent of ensuring completeness, maintainability and reliability of the total system covered under this specification.
19. Equipment furnished shall be complete in every respect with all mountings, fittings, fixtures, and standard accessories normally provided with such equipment's and/or needed for erection, completion and safe operation of the equipment's as required by applicable codes though they may not have been specifically detailed in the tender document, unless included in the list of exclusions. All similar standard components/parts of similar standard equipment's provided, shall be inter-changeable with one another.
20. Any other work required for making the network functional up to the satisfaction of UNHCR Representation in Sudan for the Sud Office Gedaref

(Vendor should visit the site (please see Note in page 1) and specify the brand)

LAN & Power Requirements

S/N	Item	S/N	Description	QTY	location
A	CABLE MANAGEMENT				
		1	2 COMPARTMENT TRUNKINGS WITH ALL ACCESSORIES (Marshall-Tufflex or equivalent brand)	TBD	
		2	PVC Conduits with related accessories	TBD	
B	LAN CABLING				
		1	Double Data Sockets with related accessories – Incl. Gate	26	Ground floor
		2	Cat 6 1-meter Patch Cords (Krone brand or equivalent)	55	
			24 Port Cat 6 Patch Panel (Krone brand or equivalent)	3	
			Single Data Socket with related accessories – Incl. Gate	3	
C	LAN ADMINISTRATION				
		1	22U Rack with all accessories	1	
		2	PDU's	2	
D	LAN POWER				
		1	13A Standard Double Power Sockets for Raw Power	5	Server Room
		2	32Amp Single phase Circuit Breakers	2	Server room
		3	9-way 3 Phase Power Distribution Board with single phase Circuit Breakers	TBD	

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

		4	2.5mm Single Core Power Cable (Red, Green & Black)	TBD	
		5	Power Cabling Accessories (Cable Lugs e.t.c)	TBD	
		6	Flexible Power Cable	TBD	
E	EARTHING MATERIALS- SERVER ROOM				
		1	Earth Bar		
		2	Earth Cable		
		3	Cable Lugs		
		4	Earthing Accessory materials		
F	LIGHTING GROUNDING- TELECOMS TOWER				
		1	Grounding/Lighting bar		
		2	Lugs & strips		
		3	Lighting kit		
		4	Earth Cable		
		5	Earthing Accessory Materials		
G	INSTALLATION CONSUMABLES AND ACCESSORIES				
		1	RJ45 Connectors		
		2	Wall Plugs		
		3	Screws		
		4	Cable Ties		
		5	Masking and Insulation tape		
		6	Labelling Cartridge		
H	LABOUR				
		1	Civil works		
		2	Labour for Cable Pulling, Termination, Testing, labelling and Commissioning		

Important Notes:

1. An all-inclusive price for the Supply, Installation of standard Electrical/power and Data/Voice points in the premises at SO Gedaref should be submitted to UNHCR, the cost per Point pricing. The cost per Point/workstation represents all materials including network and electrical cable, data and electrical boxes, colour coded inserts, patch panels, wall plates for both data and power, patch cords, all material needed for proper hanging and moulding as required. The price shall include a break down for electrical/power and data/voice separately.
 - a. In addition, the cost per point/workstation represents all labour including fishing walls, running cable through offices, terminating, testing, labelling, and providing certification reports and warranty information.
 - b. The Pricing should include all costs, including conveyances, and accommodation necessary to complete the project.
2. Each circuit breaker in the distribution unit should take load current for 3 standard desktop computers.
3. Trunking for both power and Data cables must be compartmentalized separately to minimize electromagnetic interference.
4. The vendor will promptly correct all defects for which the vendor is responsible.

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ANNEX B – FINANCIAL OFFER FORM

RFQ/HCR/GSO/2023/005

**PROVISION OF CABLING SERVICES FOR UNHCR OLD OFFICE LOCATED IN MINISTRIES STREET -
GEDAREF TOWN, EAST SUDAN**

QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):

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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**

S/N	Item	S/N	Description	QTY	location	Cost (USD)
A CABLE MANAGEMENT						
		1	2 COMPARTMENT TRUNKINGS WITH ALL ACCESSORIES (Marshall-Tufflex or equivalent brand)	TBD		
		2	PVC Conduits with related accessories	TBD		
B LAN CABLING						
		1	Double Data Sockets with related accessories – Incl. Gate	26	Ground floor	
		2	Cat 6 1-meter Patch Cords (Krone brand or equivalent)	55		
			24 Port Cat 6 Patch Panel (Krone brand or equivalent)	3		
			Single Data Socket with related accessories – Incl. Gate	3		
C LAN ADMINISTRATION						
		1	22U Rack with all accessories	1		
		2	PDU's	2		
D LAN POWER						
		1	13A Standard Double Power Sockets for Raw Power	5	Server Room	
		2	32Amp Single phase Circuit Breakers	2	Server room	
		3	9-way 3 Phase Power Distribution Board with single phase Circuit Breakers	TBD		
		4	2.5mm Single Core Power Cable (Red, Green & Black)	TBD		
		5	Power Cabling Accessories (Cable Lugs e.t.c)	TBD		
		6	Flexible Power Cable	TBD		
E EARTHING MATERIALS- SERVER ROOM						
		1	Earth Bar			
		2	Earth Cable			
		3	Cable Lugs			
		4	Earthing Accessory materials			
F LIGHTING GROUNDING- TELECOMS TOWER						
		1	Grounding/Lighting bar			
		2	Lugs & strips			
		3	Lighting kit			
		4	Earth Cable			
		5	Earthing Accessory Materials			

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G INSTALLATION CONSUMABLES AND ACCESSORIES					
		1	RJ45 Connectors		
		2	Wall Plugs		
		3	Screws		
		4	Cable Ties		
		5	Masking and Insulation tape		
		6	Labelling Cartridge		
H LABOUR					
		1	Civil works		
		2	Labour for Cable Pulling, Termination, Testing, labelling and Commissioning		
Total cost in (USD)					

BIDDER NAME:

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: