



DATE: 21ST AUGUST 2023

REQUEST FOR QUOTATION: No. RFQ/HCR/DFO/2023/10

REMOVAL OF 10000 LITERS UNDERGROUND FUEL TANK, SEPARATE 7000 LITERS FROM WATER INSIDE THE TANK AND SAVAGE THE FUEL, CONSTRUCT CONCRETE BASEMENT AND FIXING THE TANK ON SURFACE, CONNECTIONS THE FUEL PUMP.

QUOTATION TO BE RECEIVED BY: 01ST SEPTEMBER 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 **Fuel Tank Repair** Services to UNHCR Damazine office as 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. Removal of 10000 liters Underground Fuel Tank.
2. Separate 7000 liters from the Water inside the Tank and Savage the Fuel.
3. Construct Concrete Basement and Fixing the Tank on Surface with steal brazes.
4. Connections the Fuel Pump.

2. RFQ DOCUMENTS-ANNEXES.

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

Annex A: Specifications of services

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, Damazine 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 in banks outside Sudan and therefore the current market condition must be factored in before submitting your quote

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

Vendor Registration Form: If your company is not registered with UNHCR or have not being 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 as well as letter from your bank stating that the account provided is owned by your entity (**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 alhajada@unhcr.org, sirleaf@unhcr.org. The deadline for receipt of questions is **01ST SEPTEMBER 2023 - 15:00HRS 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.

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/offer on or before **01ST SEPTEMBER 2023 - 15:00HRS SUDAN STANDARD TIME** by return only to email: alhajada@unhcr.org or at the Office of the Admin Unit at UNHCR Field Office Damazine located on the Airport Road, Damazine 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/DFO/2023/10**
- 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.



Hashim Alhajadam
Supply Associate
UNHCR Field Office Damazine- Sudan

A handwritten signature in blue ink, appearing to be "Hashim Alhajadam".

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

ANNEX A – Technical Specifications Description of Fuel Tank Repair Services to UNHCR Damazine office

1. Dismantling 10000 liters Underground Fuel Tank.
2. Separate 7000 liters from the Water inside the Tank and Savage the Fuel.
3. Construct Concrete Basement and Fixing the Tank on Surface with steal brazes.
4. Connections the Fuel Pump.



ANNEX B – FINANCIAL OFFER FORM

RFQ/HCR/DFO/2023/10

Financial Offer for the Provision of Fuel Tank Repair Services to UNHCR Damazine office

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

BIDDER NAME: _____

#	Item Description	Packing Unit	Qty	Unit Price Damazin (USD) (SDG)	Total Price Damazin (USD) (SDG)	Remarks
1	Removal of 10000 liters Underground Fuel Tank	Job	1			
2	Separate 7000 liters from the Water inside the Tank and Savage the Fuel	Job	1			
3	Construct Concrete Basement and Fixing the Tank on Surface	Job	1			
4	Connections the Fuel Pump	Job	1			

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:

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