

## PROCUREMENT NOTICE

Dear Sir / Madam:

We kindly request you to submit your quotation for Supply and Delivery of (10) motorcycles and (6) 3-Wheeler Vehicles, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Bidders who are registered on the e-Tendering will be able to download the complete bidding documents from the e-Tendering website at:

<https://etendering.partneragencies.org>

**Event ID: SDN10-0000004059**

Also, a full set of RFQ (soft copy) can also be obtained free of charge from:

**UNDP Procurement Unit, House No. 7, Block No. 5, Gama'a Avenue, Khartoum, SUDAN**

The default mode of submission is eTendering. Documents should be submitted on or before the deadline **August 7, 2019 , 14: 00 Hours (GMT +2)**, hard copy submission including same bid submission in CD or flash disk to the following address:

<https://etendering.partneragencies.org>

**Event ID: SDN10-0000004059**

However, bidders who do not have access to internet may submit their offer through the following:

**“Procurement BID BOX” at House No. 7, Block No. 5, Gama'a Avenue, Khartoum, SUDAN**

In case your company is not registered in the e-Tendering Module, please use the following temporary username and password to register your company/firm:

**Username:** [event.guest](#)

**Password:** [why2change](#)

and follow the registration steps as specified in the system user guide, provided with the tender document. You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on “Accept Invitation”

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they **are signed and in the pdf format**, and free from any virus or corrupted files.

For any further enquiries, please send it to the following email 72 hours before closure date: [sidahmed.sidahmed@undp.org](mailto:sidahmed.sidahmed@undp.org) and copying [mehdi.khalili@undp.org](mailto:mehdi.khalili@undp.org) **[DO NOT USE THESE EMAILS FOR THE SUBMISSION OF YOUR OFFERS]**. Offers submitted through fax will be rejected.

**Thank you and we look forward to receiving your quotation.**

**Mehdi Khalili**  
**Head of Procurement Unit**

## Important Notes:

- The default mode of submission is eTendering, however, prospective bidders will have the option of submitting a hardcopy bid through UNDP CO bid box.
- Manner of Disseminating Supplemental Information to the RFQ and responses/clarifications to queries of RFQ is only through eTendering.
- If two identical financial offers are received from one bidder in the eTendering as well as hardcopy submission, the evaluation will be carried out on the offer submitted through eTendering.
- If two different financial offers are received from one bidder in the eTendering as well as hardcopy submission, it will be treated non-responsive due to submission of alternative bid.

Please follow the registration steps as specified in the system user guide at:

- <http://intra.sd.undp.org/bids/doc/1707.pdf> (English Version)
- <http://intra.sd.undp.org/bids/doc/1548.pdf> (English Version)
- <http://intra.sd.undp.org/bids/doc/1622.pdf> (Arabic Version)