



**UNHCR**

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

DATE: 09<sup>th</sup> DECEMBER 2020

REQUEST FOR QUOTATION: No. RFQ-HCR-ROK-2020-065

FOR THE PRINTING OF CONTROL SHEET, REGISTRATION FORM AND FIXING TOKEN CARD FOR  
UNHCR REPRESENTATION OFFICE IN KHARTOUM-SUDAN.

QUOTATION TO BE RECEIVED BY: 13<sup>th</sup> DECEMBER 2020 – 1400 HRS SUDAN LOCAL 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 of **Printing of Control sheet, registration form and Fixing token** as specified in the financial offer below.

**1. REQUIREMENTS**

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

**Financial Offer**

No	Item Description	Specification	Unit of measure	QTY	Unit Cost (USD)	Total cost (USD)
1	Registration form	Each contains 50 form 1+2 carbonized with 2 Colbeck printing. Paper should be perforated at the binding for easy tearing	booklet	1000		
2	Control Sheet	Each contains 50 form 1+2 carbonized with 2 Colbeck printing Paper should be perforated at the binding for easy tearing	booklet	200		
3	Fixing Token	Card made of strong/good quality white paper, approximately 400 grams/ M2.  -Size 118 x 86 mm.  -Card is printed in dark blue, and the background in light blue. (Same as the attached – Design 2)  -UNHCR logo color should be in Pantone Blue 300 or in quadric Rome (CMYK) (Same as the attached – Design 2)  -C=100%, M=45%, Y=0%, K=0%; Serial number and barcode printed in black.  -UNHCR logo in white as fake watermark on the right side of the card. (with COR logo Same as the attached – Design 2)	Card	100,000		
<b>Total cost (USD) Kindly State:</b>						

- Unit cost:
- Additional fees if any (please specify)
- Delivery Lead Time
- Offer Validity Period

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

**For Goods:**

- Delivery Point: To be delivered in UNHCR Khartoum Warehouse Sudan.
- Name of Vendor.....
- Address/Telephone No: .....
- Contact Person: .....
- Delivery time in days: .....
- Total Amount in Words .....
- Date:.....
- Signature: .....

**2. RFQ DOCUMENTS-ANNEXES.**

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

Annex A: Vendor Registration Form

Annex B: UNHCR General Conditions of Contracts for the Provision of Goods - July 2018

Annex C: 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 (USD)

**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 A).

Please note that these terms and conditions (**attached with this RFQ**) 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.

**3. RFQ Submission**

We would appreciate receiving your quotation on or before **13<sup>th</sup> December 2020 ,1400 HRS Local time Sudan** by return only to email: [sudkh-su@unhcr.org](mailto: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/ROK/2020/065**
- 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.

Please find attached in (ANNEX E) 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.

**Abdikani Hassan GEDI**  
**Associate Supply Officer**  
**UNHCR Representation Office in Khartoum**

