



UNHCR

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

DATE: 9 February 2021

REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2021/011

**FOR THE RENOVATION WORKS WITH INSTALATION OF POWERED AUTOMATIC SLIDING
DOOR IN UNHCR KHARTOUM OFFICE**

QUOTATION TO BE RECEIVED BY: 24 February 2021 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 the renovation works with installation of a powered automatic sliding door in UNHCR Khartoum office.

- **Description:** Renovation works with installation of a powered automatic sliding door
- **Location:** UNHCR Khartoum Office
- **Mobilization time:** up to 7 Days
- **Lead Time:** up to 21 Days
- **Warranty:** 24 Months

The bidders must provide description/sample of products/materials to be used for the project implementation, as indicated in Annex A - Bill of Quantity (BoQ).

The quality and compatibility of products/materials to be agreed by UNHCR prior the conclusion of the contract.

Site visit: 18th February 2021

The bidder must visit the site prior to submission of its offer.

The bidders are required to send an email for booking an appointment for the visit to the email address: sudkhsu@unhcr.org CC; mahmouid@unhcr.org and gusakov@unhcr.org on or before Wednesday, 17th February 2020.

Important:

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

The bidder's offer should include the following documents:

As part of its offer, the bidder must provide the following documentation:

- Valid Registration Documents / Certificate issued by competent authority.
- Company's organizational structure.
- The full list of company's personal.
- The separate list of the staff to be involved in the project implementation with information on experience and qualification.
- Detailed implementation plan with the schedule.
- Evidence of successful completion of at least three similar projects within last three years (reference letters etc.).
- Financial reports for the last five years.
- Any other documents that will facilitate evaluation of the company's substantive reliability, financial and managerial capacity to provide the requested services.

Financial Offer:

¹ For further information on UNHCR, please see <http://www.unhcr.org>

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The Financial Offer, as an integral part of the bidder's offer is to be submitted as per the Annex D. Bids that have a different price structure may not be accepted.

The bidder should indicate:

- Unit cost: USD excluding VAT
- Mobilization time
- Implementation term
- Warranty term

1. RFQ DOCUMENTS-ANNEXES.

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

Annex A: Bill of Quantity (BoQ)

Annex B: Specification and drawings of a powered automatic glass sliding door.

Annex C: Technical evaluation criteria

Annex D: Financial offer Form

Annex E: Vendor Registration form

Annex F: UNHCR General Conditions of Contract for Civil Works (The service provider should acknowledge in writing or signing).

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 of 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 by 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 **20 February 2021, 15:00 HRS Local Sudan time Sudan** by return only to email: sudkh-su@unhcr.org ,CC; mahmouid@unhcr.org and gusakov@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 **10 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/2021/011**
- 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.


Yuri Husakov
Associate Supply Officer
UNHCR Representative Office, Khartoum

