

DATE: 24/05/2021

REQUEST FOR QUOTATION No:21/HCR/SDNEL/SUP/RFQ/0015

PROVISION OF FOOD GRADE CYLINDRICAL PLASTIC WATER TANKS

QUOTATION TO BE RECEIVED ON OR BEFORE: 29/05/2020 by 23:59 Sudan Time

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sudan requests your price offer for the supplies specified in Annex B to this Request for Quotation (RFQ). Quantities mentioned are only estimates and they may increase or decrease depending on changes in UNHCR's requirements.

The following annexes are integral part of this RFQ:

- Annex A: UNHCR's General Conditions of Contracts for the Provision of Goods -2018.
- Annex B: Specification & Financial offer form (**to be completed and submitted**)

1. **Technical Requirements:**

Technical details of our requirements are in annex B. The goods you are offering must meet the requirements.

2. **Delivery Point:** DAP UNHCR **EL Geneina**

3. **Delivery lead time:** Please clearly mention your delivery lead time (**Max 10 Days**)

4. **Inspection:** The selected supplier shall provide samples of each item inspection and validation before delivery of the rest.

5. **Financial Offer:** Please submit your price offer, using the financial form (**Annex B**). Your offer can be in **USD or SDG** for financial evaluation purposes only offers in **other currencies** shall be converted in **USD** with UN formal exchange rate. Your prices must be inclusive of costs like production, overhead, exchange rates and other risks, transportation up to **EL Geneina**. UNHCR shall not accept any requests for additional payments after reception of your offer. **Please ensure that your financial offer does not have cancelations or corrective fluid on it. Any offer with corrective fluid shall be disqualified.**

UNHCR is Tax exempted, in this regard, price has to be given without VAT

6. **Award Criteria:** The lowest priced, substantially compliant offer will be recommended for a contract award.

Your quotation must be valid for at least 30 calendar 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 ANNEX-A the UNHCR's General Conditions of Contracts for the Provision of Goods. You must clearly indicate in your quotation if you accept them.

7. **RFQ Submission:** We would appreciate receiving your quotation on or before **29/05/2021** at **23:59 Sudan Time** by one of the following ways:

7.1. By e-mail in an attached PDF format to sudefrfq@unhcr.org with **RFQ 21/HCR/SDNEL/SUP/RFQ/0015** in the subject line

Or

In a sealed envelope addressed to:
Supply Unit, UNHCR El Fasher Sub-Office
El Fasher, North Darfur

On the envelope, please mention the following mention:

RFQ 21/HCR/SDNEL/SUP/RFQ/0015

Name of your firm (Mandatory)

C/o - Supply Unit

Please, ensure to use the format provided (annex B) and that your calculations of unit and total prices are accurate.

Please indicate in the e-mail subject field:

Thank you for your kind attention.

Supply Chain, UNHCR Darfur Sudan

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés**ANNEX B: FINANCIAL OFFER FORM.****REQUEST FOR QUOTATION No:21/HCR/SDNEL/SUP/RFQ/0015****PROVISION OF Food Grade Cylinder Water Tanks**

No	Description	Specification	UoM	Qty	Unit Price (USD/SDG)	Total Price (USD/SDG)
1	Food Grade Cylinder Plastic Water Tank	Capacity: 2,000 liter Color: Blue or Black	1	50		
Total						

Other information pertaining to our RFQ as follows:	Yes, we will comply (State, as required)	No, cannot comply (state as required)
Offer Validity: (minimum 30 Calendar Days minimum)		
Confirmation that your financial offer has no cancelations or corrective fluid. (any corrective fluid on your offer will lead to disqualification)		
The product you are offering is genuine and UHCHR can reject it during delivery in found not to be genuine		
State the currency of your offer (USD or SDG)		
State your company's email address and telephone number		
What is your delivery Leadtime in days (max 10 days)		
If offered in USD be sure that you have USD bank account at Blue Nile Mashreq Bank or UNHCR may pay in another currency using the UN exchange rate.		

COMPANY OR FIRM NAME _____

Authorized person and Title: _____

Signature and stamp _____

Date: _____