



UNHCR

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

DATE: 23 MAY 2021

REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2021/028

PROVISION OF VISIBILITY ITEMS TO UNHCR REPRESENTATION OFFICE IN KHARTOUM-SUDAN

QUOTATION TO BE RECEIVED BY: 29 MAY 2021 - 11:59HRS 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 of **Provision of visibility items** specified in the **Annex A** below as part of this Request for Quotation (RFQ).

1. REQUIREMENTS

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

Annex B: Financial Offer:

Item	Specification	Quantity	Unit Price (USD)	Total Amount (USD)
T-Shirts	TYPE 1: Blue 500 Color- Blue with white logos / text Sizes: (XXXL - 20, XXL-40, XL – 50, L-150, M-200, S-40) Color- Pantone Blue 300 or C=100% M=45% Y=0% K=0%. White UNHCR logo: embroidered on the right chest (over heart) White UNHCR logo: painted on the back of the shirt	500		
T-Shirts	TYPE 2- Black 350 Sizes: (XXXL - 15, XXL-25, XL – 40, L-100, M-140, S-30) Color- Black with white logos / text White UNHCR logo: embroidered on the right chest (over heart) White UNHCR logo: painted on the back of the shirt	350		
Caps	Caps (100 blue and 100 black with a white UNHCR logo in the front and “The UN Refugee Agency” on the back	600		
Bush hats	Bush hats (bush hat with a blue UNHCR logo)	500		
Scarfs	Scarfs 150cm/60cm 1- Blue with white logo 2- black with white logo 3- white with blue logo	850		
Jute bags	With UNHCR logo	850		

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

WRD banners	Text and logo will be provided	17		
Roll up banners	Roll up banners standard size 1- Blue with one big UNHCR logo 2-Blue with many UNHCR logos on it	30		
Face Masks	Face Masks - Cloth face masks reusable washable 1- Blue with white logo 2- black with white logo 3- white with blue logo	3000		
Total cost (USD) Kindly State:				

N/B UNHCR will provide more information about the text and logos to the awarded supplier.

Delivery lead time: within 07 days upon receipt of Purchase Order.

Please fill in below lines:

Delivery Point: To be delivered in UNHCR Office in Khartoum

Name of Vendor:

Address/Telephone No:

Contact Person:

Delivery time in days:

Total Amount in Words:

Offer Validity Period:

Date:

Signature:

2. RFQ DOCUMENTS-ANNEXES.

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

Annex A: Specification of the Visibility Items

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, 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.

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

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

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 C**).

Please note that these terms and conditions (**Annex D**) will be strictly adhered to for the purpose of any future contract.

3. CLARIFICATIONS

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to SUDKH-SU@unhcr.org. The deadline for receipt of questions is 29 May 2021 23:59 HRS Sudan Standard Time. Bidders are requested to keep all questions concise.

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 on or before **29 May 2021, 15:00 HRS Sudan Standard Time** by return only to email: 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 **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:

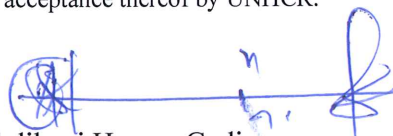
- RFQ Number: **RFQ/HCR/ROK/2021/028**
- Name of your firm:
- Number of e-mails that are sent (example: 1/2, 2/2)

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.

Thank you for your kind attention.



Abdikani Hassan Gedi
Associate Supply Officer

UNHCR Representation Office in Khartoum

