

DATE: 03/06/2021
REQUEST FOR QUOTATION No: HCR/SDNEL/SUP/RFQ/2021/0018

For the Provision of ICT Equipment

QUOTATION TO BE RECEIVED ON OR BEFORE: 12/06/2021 by 23:59 Sudan Time

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sudan requests your price offer for the goods specified in the table below – Description of goods.

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: Financial Proposal (To be completed and submitted)

1. **Technical Requirements:**

- The Goods you are offering must be as per provided specifications.
- Delivery Point: DAP UNHCR El Fasher office

Description of Goods

No	Descriptions	Specifications	Unit	QTY
1	Monitor,	HP EliteDisplay E233 23-Inch	Each	30
2	Printer-	HP LaserJet Pro MFP M428fdw	Each	15
3	Laptop Docking Station	Lenovo ThinkPad- USB-C Dock Gen 2	Each	10
4	Toner Cartridges (full set)	HP Laser Jet Pro 203A	Each	2
5	Toner Cartridge	HP 25X Black	Each	6
6	Toner Cartridge	HP 26X Black	Each	20
7	Toner Cartridges (full set)	HP 827A	Each	4
8	Lenovo Professional Wireless Keyboard & Mouse (one set)		Each	30
9	Wi-Fi router and 4G Sim card	HP 58X Black	Each	10

2. **Delivery lead time:** Please clearly mention your delivery lead time (Max 15 Days) after order is placed.
3. **Financial Offer:** Please submit your price offer, using the financial form (**Annex B**). Your offer must be in **SDG or USD**. Your prices must be inclusive offer all costs including, production, labour, overhead, exchange rates and other risks, transportation up to el Fasher. 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
4. **Award Criteria:** The lowest priced, substantially compliant offer will be recommended for provision of requested equipment.

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 goods. You must clearly indicate in your quotation if you accept them.

5. **RFQ Submission:** We would appreciate receiving your quotation on or before **12 June 2021 at 23:59 Sudan Time by one of the following ways:**

5.1. By e-mail in an attached PDF format to sudefrfq@unhcr.org with **HCR/SDNEL/SUP/RFQ/2021/0018** in the subject line

Or

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

On the envelope, please mention the following mention:

RFQ HCR/SDEL/SUP/RFQ/2021/018

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.

Thank you for your kind attention.

Kum Roland Fang

Supply Officer, UNHCR Darfur, Sudan

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ANNEX B – FINANCIAL OFFER FORM
For the Provision of ICT Items

#	DESCRIPTION	Specification	UoM	Qty	Unit Price (DAP UNHCR EL FASHER)	Total Amt (DAP UNHCR EI FASHER)
1	Monitor	HP EliteDisplay E233 23-Inch	Each	30		
2	Printer-	HP LaserJet Pro MFP M428fdw	Each	15		
3	Laptop Docking Station	Lenovo ThinkPad- USB-C Dock Gen 2	Each	10		
4	Toner Cartridges (full set)	HP Laser Jet Pro 203A	Each	2		
5	Toner Cartridge	HP 25X Black	Each	6		
6	Toner Cartridge	HP 26X Black	Each	20		
7	Toner Cartridges (full set)	HP 827A	Each	4		
8	Lenovo Professional Wireless Keyboard & Mouse		Each	30		
9	Toner Cartridge	HP 58X Black	Each	10		

OTHER INFORMATION PARTNERING TO YOUR QUOTATION

Other Information pertaining to our RFQ are as follows:	<i>Yes, we will comply (State, as required)</i>	<i>No, we cannot comply (state as required)</i>
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)		
Confirmation that your goods meet UNHCR specifications		
What is your delivery lead time in days? (Maximum 15 days)		
What is the currency of your offer?		
If you are offering in USD, please ensure that you have a USD account at Blue Nile Mashreq Bank or UNHCR may pay in another currency using the UN exchange rate.		

Acceptance of UNHCR General Terms and conditions for Goods *(State yes/no)* _____

Acceptance to offer goods as per UNHCR specifications *(state yes/no)* _____

Company Name: _____

Company E mail: _____

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Company telephone: _____

Authorized Person & Title: _____

Signature & stamp: _____

Date: _____