



UNHCR

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

DATE: 08 JUNE 2021

REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2021/031

**PROVISION OF ARTS TRAINING AND THERAPY FOR VULNERABLE FEMALE REFUGEE
YOUTH IN KHARTOUM**

QUOTATION TO BE RECEIVED BY: 13 JUNE 2021 - 13:00HRS 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 Quotation for provision of arts training and therapy for female Refugee youth in Khartoum as 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).

Delivery lead time: Three hours session, three times a week for a period of two (2) months

Please fill in below lines:

Delivery Point: At your designated project space

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: Terms of Reference

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.

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

ABW

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

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 11 June 2021 13:00 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 **13 June 2021, 13:00 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/2021/031**

-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.


Alexander Woart
Supply Officer
08/06/2021



UNHCR Representation Office in Khartoum

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

ANNEX A - TERMS OF REFERENCE

ARTS TRAINING AND THERAPY FOR ERITREAN CHILDREN AND YOUTH IN KHARTOUM

UNHCR is seeking to hire an organization who can develop a proposal and deliver a project that provides arts training and therapy for 20 to 25 Eritrean refugee children and youth dealing with trauma. These participants will be selected by UNHCR. Projects that have teachers and/or therapists who speak Tigrinya will be given priority.

The successful organization will be selected upon the submission of the following requirements. Please read all the requirements carefully. Any application which does not explain how the organization will fulfill the 13 requirements will not be considered.

Terms of reference:

1. An organization that can provide art therapy through fine and visual art and hand skills training (accessories making) for three hours, three times a week for two months, starting mid-July and ending in mid-September with an art exhibition.
2. The conduct of the sessions should be through three steps: Self-expression, Reflection and Healing. Those three steps will be carried out simultaneously aiming to guide participants to open up and express issues that they might not be comfortable talking about, then reflect on their perspectives and concepts related to violence or any other incident they have gone through. Additionally, each participant should be allowed time for confidential counselling activities and sessions to treat their diagnosed conditions.
3. The training will take place in a space organized by the organization that can hold at least 30 people for art therapy. The space should be located in or close to either Jireef, Deem or Sahafa.
4. The training should be relevant for the Eritrean community in Sudan and their issues related to smuggling and trafficking.
5. A schedule of the two months clearly indicating what will happen during each session.

Main Criteria's to be fulfilled

6. The trainer leading the sessions and the therapy should have a professional certificate in psychology and art therapy.
7. At the end of the two months, the organization will organize an exhibition for the students to display their artwork.
8. Please include a short 1- or 2-page CV on your, or your organization's experience and qualifications in arts training and therapy.

IMPLEMENTATION TIMELINE

The project should begin implementation at the start of July 2021 and the final performance should occur at the end of August 2021.

ANNEX B – FINANCIAL OFFER FORM FOR PROVISION OF ARTS TRAINING AND THERAPY FOR ERITREAN CHILDREN AND YOUTH IN KHARTOUM - RFQ NO: RFQ/HCR/ROK/2021/031.

QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):

THE PROPOSED DISCOUNTS WILL BECOME AN INTEGRAL PART OF YOUR BID SUBMISSION
 PAYMENT TERMS: ACCEPTANCE OF UN PAYMENT TERMS (I.E. 30 DAYS NET FROM RECEIPT OF DOCUMENTS).

YES NO

BIDDERS' NAME:

S. Number	Book Description	Qty Required	Unit Price (USD)	Total Price (USD)
1	Rental Cost for project space	1		
2	Fees for Facilitators & coordinators	1		
3	Project Materials	1		
4	Snacks & Water for 20 - 25 participants	1		
5	Final Art Exhibition	1		
Total Cost USD				

Delivery Date required by UNHCR: Starting date is proposed to be 01 July 2021

Proposed Delivery Date:

Validity of the offer:

Sample or photos provided (yes/No):

PRICE QUOTED MUST BE EXCLUSIVE OF VAT

DATE: _____

NAME: _____

SIGNATURE: _____

IN THE CAPACITY OF: _____

DULY AUTHORIZED TO
SIGN BID FOR AND ON BEHALF OF: _____

OFFICIAL STAMP: