



# UNHCR

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

**DATE: 17 June 2021**  
**REQUEST FOR QUOTATION: [No. KSO/ SC/RFQ/21/010]**

**Supply and delivery of Engine oil, Tyres & Batteries – for UNHCR Kassala office- Sudan**

**QUOTATION TO BE RECEIVED BY: 07July 2021 by 1200Hrs.**

## **INTRODUCTION TO UNHCR**

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 34 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

## **1. REQUIREMENTS**

UNHCR Sub-office Kassala would like to purchase Engine oil, Tyres & Batteries and to receive firm offers from duly registered local companies in Sudan. The required Engine oil, Tyres & Batteries per the specification given in Annex A.

- Requirement: [Engine oil, Tyres & Batteries](#)
- Quantities: As specified in Annex A
- Delivery: DAP UNHCR Warehouse in Kassala– Sudan
- Delivery Period: 1 week after issuance of purchase order

Find below a detailed specification in (ANNEX A) about the kits. Your offer shall be prepared in English. In case of error in the total, UNIT price will be considered for calculation.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration. Your offer should be exclusive of all direct taxes and duties. A vendor should provide the rates for the whole requirement in Annex A.

- Currency: SGD / USD
- Unit Cost: SGD / USD without VAT
- Cost of all goods: SDG / USD

The following annexes form integral part of this request for quotation:

*Annex A: Detailed Specification and Financial Offer Form*

*Annex B: Vendor Registration Form (June 2018 version)*

*Annex C: UNHCR General Terms and Conditions for Purchase of Goods (July 2018 version)*

## 2. RFQ Submission

We would appreciate receiving your quotation on or before **07 July 2021 i.e. Wednesday by 12:00 hrs.** The quotations must be accompanied with the below mentioned documents.

Your offer/quotation must be duly signed and stamped with date sent via email on the given email address or hard copies to the below address on or before the closing date and time:

**SUPPLY CHAIN UNIT,**  
**UNHCR Sub Office Kassala**  
Modfaya Area,  
Wali Street, Plot # 231  
Kassala- Sudan

To: Email address: [mohammog@unhcr.org](mailto:mohammog@unhcr.org) , [hussaish@unhcr.org](mailto:hussaish@unhcr.org), [elmahajo@unhcr.org](mailto:elmahajo@unhcr.org) .

IMPORTANT: Quotations that are otherwise addressed and/or copied or sent to other addresses or individuals other than the above-mentioned Supply staff members or unless otherwise advised, will be marked invalid and not considered for evaluation.


**QUOTATION TO BE RECEIVED BY: 07 July 2021 i.e. Wednesday by 1200 Hrs.**

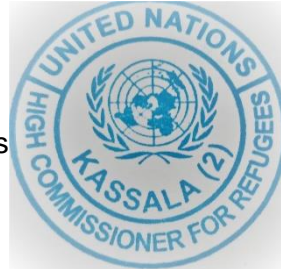
The standard payment terms of UNHCR are net **30** days upon satisfactory delivery of goods and acceptance thereof by UNHCR.

Please find attached in ANNEX C, the UNHCR's General Conditions of Contracts for the purchase of goods–July 2018. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Syed Shabbir Hussain

  
Supply Officer  
Supply Chain Unit  
UNHCR Sub Office Kas



**ANNEX A– SPECIFICATION & PRICE PROPOSAL FORM**  
**REQUEST FOR QUOTATION: No. KSO/ SC/RFQ/21/010**

**QUOTATION TO BE RECEIVED BY: 07 July 2021 by 1200Hrs.**

Supply and delivery of **Engine oil, Tyres & Batteries** at UNHCR warehouse in Kassala – Sudan

**Payment terms:** Acceptance of UN payment terms (i.e. 30 days net from receipt of documents) and please click YES  or NO

I undertake, if our quotation is accepted, to ensure supply of any of the materials in accordance with required specification, quality, financial offer and delivery period of **1 week** as specified in the bidding document.

I agree to abide by this quote for a period of **90 days** from the date fixed for opening of the quotes in the request for quotation (RFQ) document, and it shall remain binding upon us and may be accepted at any time before the expiration of the period.

The undersigned confirms hereby acceptance of the UNHCR General Terms and Conditions for provision of Goods, including UNHCR payment terms as specified in this RFQ.

Price proposal						
S/no	Item description	Type brand	QNTY	UoM	Unit price (SDG)/(USD)	Total (SDG)/(USD)
1	Lubricant (Engine Oil for petrol) -40 A		50.00	Gallons		
2	Lubricant (Engine Oil -50A deisel)		400.00	Gallons		
3	Tyres (7.50 R16) LC HT		30.00	Each		
4	Tyres (285/65 R17) LC 200/ V8		25.00	Each		
5	Tyres (265/65 R17) Prado		20.00	Each		
6	Toyota Corolla Tyres (205/55 R 16)		5.00	Each		
7	70 Amp Dry Cell Battery left and right		30.00	Each		
8	100 Amp Dry Cell Battery		15.00	Each		
9	55 Amp Dry Cell Battery		10.00	Each		
10	120 Amp Dry Cell Battery		10.00	Each		
Total amount SDG/USD						

**Note: All the items required to be sourced locally and should be delivered within 1 week after the issuance of purchase order to UNHCR warehouse in Kassala – Sudan**

Name of Bidder: \_\_\_\_\_ Designation: \_\_\_\_\_

Telephone No \_\_\_\_\_ Email Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

*Authorized Signature:* \_\_\_\_\_ *Company Stamp:* \_\_\_\_\_

*Date:* \_\_\_\_\_