



UNHCR

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

DATE: 03 AUGUST 2021

REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2021/043

**FOR THE ESTABLISHMENT
OF A FRAME AGREEMENT FOR THE PROVISION OF MEDIA ADVERTISING SERVICES FOR
UNHCR SUDAN OPERATIONS.**

QUOTATION TO BE RECEIVED BY: 31 AUGUST 2021 – 23:59 HRS SUDAN 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 Media Advertise Services for UNHCR Sudan Operation specified in the (**Annex A**) as attached to this Request for Quotation (RFQ).

It is for Establishment of Frame Agreement for Provision of Media Advertise Services for UNHCR Sudan Operation. UNHCR may award Frame Agreement(s) with initial duration of 2 (two) years, potentially extendable for a further period of 1 (one) year. The successful bidders will be requested to maintain their quoted price model for the duration of agreement.

1. REQUIREMENTS

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

1. Newspapers Advertising Services
2. Tenders and Vacancies Digital Advertising Services

Annex A: Financial Offer form:

S/NO:	Item Description	Quantity	For 12 Months	Unit Price/ Fees per Month	Total Amount (USD)
1	Ability to advertise UNHCR tenders in well-known local newspapers – Inside Page Black Quarter Page				
2	Ability to digitally advertise UNHCR tenders in a decent bid's website + Availability of Key Account Manager.	Unlimited No. of Tenders	12 Months		
3	Ability to digitally advertise UNHCR vacancies in a decent job's website + Availability of Key Account Manager.	Unlimited No. of Vacancies	12 Months		
4	Ability to develop online P11 form and webspace for applicants to create their online CV's + Ability to generate detailed reports for applicants + Availability of Key Account Manager.	Unlimited No. of Vacancies/Reports	12 Months		

Please fill in below lines:

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

ABC

Name of Vendor.....
Address/Telephone No:
Contact Person:
Confirm Immediate Provision of the Services:
Offer Validity Period:
Date:
Signature:

2. RFQ DOCUMENTS-ANNEXES.

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

Annex A: Financial Offer Form

Annex B: Vendor Registration Form

Annex C: UNHCR General Conditions of Contracts for the Provision of Goods and Services - July 2018

Annex D: UN Supplier code of conduct

Annex E: Terms of Reference (ToR).

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

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 B**).

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

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.

ABW

3. RFQ SUBMISSION.

We would appreciate receiving your quotation on or before **12 August 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 **[20] 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/2021/043**
- Name of your firm:
- Number of e-mails that are sent (example: 1/2, 2/2)


Bids received after the deadline for submission and bids transmitted in any other ways 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.

Please find attached in **(Annex D)** the UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services-Rev July 2018. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.


Alexander Wpart
Supply Officer



UNHCR Representation Office in Khartoum

RFQ-HCR-ROK-2021-043**Establishment of Frame Agreement for Media Advertising Services**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Representation in Sudan, intends to select qualified services provider(s) to make a firm offer for the establishment of a Frame Agreement for the provision of Media Advertising Services.

The purpose of this Request for Proposal is to conclude long terms agreement for maximum of three (03) years.

Objective:

The Advertising Agency to facilitate circulating UNHCR tenders and vacancies in a wide range and among huge number of audiences.

Requirements and Deliverables:

1. To Ensure posting all UNHCR Advertisements in the local newspapers in accurate, well designed, and timely manner, in Arabic and English languages in the well-known local newspapers:
 1. Al-Sudani
 2. Al-Jareeda
 3. Akhbar Al-Youm
 4. El-Youm Al-Tally
 5. Sudan Vision
2. To digitally advertise all UNHCR advertisements for the open tenders and vacancies in electronic website and distribute among the social media and relevance websites, for unlimited days for posting.
3. To create a webspace for the potential candidates to apply to UNHCR open vacancies using electronic version of the P11 form and provide the recruiting dashboard. Applicants accounts should facilitate the download the blank P11 form and to upload the complete P11 form.
Applicants accounts must contain empty space for motivation letter answering the three stated questions.
4. Generate and provide detailed reports for the received applicants in excel sheet, contains the following column.
 1. Candidates phone number
 2. age-experience years
 3. information about the experience column
 4. education history
 5. date of report generation
 6. name of vacancy
 7. number of applicants
 8. Any other required columns.
5. Online recruiting panel and allow managers and HR to comment on each CV.
Backup system and compress all CVs and P11 forms in separate downloadable files for each job.
6. Two Account Managers/Focal persons for tenders and vacancies

Qualifications:

Advertising Agencies wishing to be considered for the services describes herein should have the following qualification.

1. Professional experience: having at least 3 years' experience in digital media advertising.
2. Technical capacity: The Advertising Agency is currently employing professional staff with provision records of achievements.
3. Ability to post UNHCR advertisements in local newspapers throughout Sudan in English and Arabic Language.