



**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/2021/044**

**FOR THE PROVISION OF NETWORK (LAN) AND POWER CABLING FOR UNHCR  
FIELD OFFICE IN GADAREF, SUDAN**

**QUOTATION TO BE RECEIVED BY: 08 August 2021 at 15:00 HRS Local time**

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly<sup>1</sup>, requests your price quotation for the provision of **Network (LAN) and Power Cabling for UNHCR Field Office in Gadaref** as per the attached Annex A.

**1. REQUIREMENTS**

- Description: Provision of Network (LAN) and Power Cabling as per the attached Term of Reference (TOR) in Annex (A), Drawings in Annex B and the BoQ in Annex C.
  - Delivery time (After receipt of Award letter/PO)
  - Location: UNHCR FIELD OFFICE IN GADAREF, SUDAN
- Please include the following price information in your quote (without VAT) and note that UNHCR has tax and duty exemption status in Sudan:
  - Currency: **USD**
  - Unit Cost:
  - Total Cost for Services:

**Please fill in below lines:**

-Name of Vendor/Company: .....  
-  
-Address/Telephone No: .....  
-  
-Contact Person: .....  
-  
-Service Delivery in days: .....  
-  
-Total USD Amount in Words: .....  
-  
-Offer Validity Period: .....  
-  
-Date: .....  
-  
-Signature & Stamp: .....

**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 should issue to USD

<sup>1</sup> For further information on UNHCR, please see <http://www.unhcr.org>



**Important:**

- Please note that UNHCR has tax and duty exemption status.
- UNHCR can only facilitate payments through the local Banks and not Banks outside of Sudan
- Your Price quotation must be valid at least for **90** days.

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

**2. SITE VISIT: MANDATORY REQUIREMENT**

UNHCR advises service providers to visit UNHCR Gadaref Office for clear/better understanding of the office map and proposed network and power structure.

Please contact the below UNHCR staff focal point in Gadaref for site visit arrangements:

- 1- Ahmed Adam Ahmed El Dukheiri,  
Tel: 0912505640
- 2- Abdelhalim Hassan Ahmed,  
Tel: 0911106728

**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](mailto:SUDKH-SU@unhcr.org) by quoting the RFQ number in the subject line of your email. The deadline for receipt of questions is **07 August 2021** 15:00 Hrs, Sudan Standard Time. Bidders are requested to keep all questions concise.

**4. RFQ DOCUMENTS**

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

**Annex A:** Term of Reference

**Annex B:** Drawings

**Annex C:** BoQ and Financial offer Form

**Annex D:** Vendor Registration Form

**Annex E:** UNHCR General condition of contract for provision of goods/services

**Annex F:** UN Suppliers Code of conduct

**5. YOUR OFFER**

Your Offer shall be prepared in English.

Please submit your offer using the submission form provided in this RFQ. 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.

**6. RFQ SUBMISSION**

We would appreciate receiving your quotation on or before **08 August 2021, 15:00 Hrs**, Sudan Standard Time by email to: [sudkh-su@unhcr.org](mailto:sudkh-su@unhcr.org) in PDF format.

UNHCR reserves the right to accept the whole or part of your bid or allow split or partial awards on this project.

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/2021/044
- 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 from the delivery of invoice, upon satisfactory delivery of goods or services and acceptance thereof by UNHCR. UNHCR does not undertake to pay by letters of credit or in advance of delivery. Please sign off (Annex B) the UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services-2010. You must clearly indicate in your quotation if you accept them. And also, the attached (Annex C) the UN Supplier code of conduct and must be signed off.

#### 7. Technical evaluation criteria:

<b>Mandatory Evaluation Criteria</b>		
Valid Registration Documents / Certificate issued by competent authority	<b>PASS/FAIL</b>	
The company registration date of a minimum three years before the tender deadline	<b>PASS/FAIL</b>	
Bidder confirms the acceptance of the following Annexes in writing and will be required to strictly adhere to, for the purpose the proposed contract.		
<b>Annex E:</b> General Conditions of Contracts for the provision of and Services -2018	<b>PASS/FAIL</b>	
<b>Annex F:</b> Supplier's Code of conduct	<b>PASS/FAIL</b>	
Criteria	Evaluation criteria	Marks
The Bidder's qualifications & Capacity	Company's organizational structure for Escalations	10
	- Commercial e.g., Account Manager, Dep Account Manager	10
	Technicians Availability Provide CVs of trained/Certified Technicians.	10
	Company's experience in provision of LAN & Power Cabling Services	15
Proposal Work Plan and Approach	Understanding of, and responsiveness to, UNHCR requirements.	10
	Clear service provision approach. Understanding of scope, objectives and completeness of response	25
	Site Visit done - Signed Site visit certification from authorised UNHCR Personnel	10
Company's past experience	Reference letters from the clients	10

Thank you for your kind attention and wish you the best.

Abdikani Hassan Gedi  
Associate Supply Officer

**UNHCR Representation Office in Khartoum**

