



**UNHCR**

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

**DATE: 05 AUGUST 2021**

**REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2021/045**

**PROVISION OFFICE FURNITURE TO UNHCR FIELD OFFICE IN GADAREF, SUDAN**

**QUOTATION TO BE RECEIVED BY: 09 AUGUST 2021 - 15:00 Hrs, SUDAN STANDARD TIME**

The Office of the United Nations High Commissioner for Refugees 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. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

The Office of the United Nations High Commissioner for Refugees (UNHCR) requests your company/firm to submit its prospective/best quotation as per the specifications in the annex (A) below as part of this Request for Quotation (RFQ).

**1. REQUIREMENTS**

**Delivery Point:** To be delivered to UNHCR warehouse in Gadaref, Sudan.

**Delivery lead time:** within 03 working days upon receipt of Purchase Order.

Please include the following price information in your quote (without VAT) and note that UNHCR has tax and duty exemption status in Sudan:

**Please fill in below lines:**

Name of Vendor/Company: .....

Address/Telephone No: .....

Contact Person: .....

Delivery/Lead time in days: .....

Total USD Amount in Words: .....

Offer Validity Period: .....

Date: .....

Signature & Stamp: .....

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**Annex A: Financial Offer with specifications:**

S/ N	Item Description/Specification	UoM	Quantity	Unit Price (USD)	Total Amount (USD)
1	Office tables with side cupboards + 1.6 M Office tables with extensions	Unit	45		
2	Office tables with side cupboards + 2 M Office tables with extensions	Unit	3		
3	Executive chair	Unit	3		
4	Office chairs	Unit	60		
5	Conference Hall tables + 20 persons seater	Unit	1		
6	Conference Hall chairs	Unit	40		
7	Metallic File cabinets	Unit	18		
8	Wooden File cabinets	Unit	12		
9	Visitors' chairs + 5-seater Grey Upholstery Sofa	Unit	50		
10	Safe + medium size	Unit	2		
11	Paper Shredders Big	Unit	10		
12	Medium size office conference tables, to be used in offices with space	Unit	4		
13	Upholstery Sofa (5-Seater) set	Unit	2		
14	wooden center tables	Unit	5		
<b>Total Amount in USD</b>					

**2. RFQ DOCUMENTS:**

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

- Annex A: Financial offer with Specification of the items
- Annex B: UNHCR General Conditions of Contracts for the Provision of Goods and Services
- Annex C: UN Supplier code of conduct
- Annex D: Vendor Registration Form

**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 USD which the purchase order is issued to and should be transferred to the local Banks in Sudan.

**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.

ABW



**Vendor Registration Form:** If your company is not registered with UNHCR you should complete, sign and submit with your financial proposals the vendor registration Form (**Annex B**).

Please note that these terms and conditions (**attached with this RFQ**) 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](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. 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.

### 5. RFQ Submission

We would appreciate receiving your quotation on or before **09 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/2021/045**
- 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.

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

Alexander B. Woart  
Supply Officer

*Alexander B. Woart*  
05/08/2021

**UNHCR Representation Office in Khartoum**

