



DATE: 21 September 2021

REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2021/051

**PROCUREMENT OF COMPUTER AND ACCESSORIES FOR UNHCR REPRESENTATION
 OFFICE IN KHARTOUM-SUDAN**

QUOTATION TO BE RECEIVED BY: 27 SEPTEMBER 2021 -15:00HRS 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 price quotation for the **Procurement of Computer and Accessories** 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).

Annex B: Financial Offer

No	Item	Specification / Brand	Quantity	Unit Cost (USD)	Total Amount (USD)
1	DESKTOP	Brand - HP, Dell, Lenovo or Equivalent	15		
2	UPS	Brand - APC or equivalent	15		
3	PRINTER	Brand - HP, Rich, Konica, Canon or Equivalent	5		
Total Amount in USD					

- Unit cost:
- Additional fees if any (please specify)
- Delivery Lead Time: **with 7 working days upon issuance of the Purchase Order**
- Offer Validity Period
- Sample will be requested

For Goods:

- Delivery Point: To be delivered in UNHCR Khartoum warehouse located at Mayo area.
- Name of Vendor.....
- Address/Telephone No:
- Contact Person:
- Delivery time in days:
- Total Amount in Words
- Date:
- Signature:

2. RFQ DOCUMENTS-ANNEXES.

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

Annex A: Specification

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

ABW

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.

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 **USD Only**

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 (**attached with this RFQ**) 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.

3. RFQ Submission

We would appreciate receiving your quotation on or before **27 September 2021, 11:59 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 **[8] 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/2021/051**
- 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.

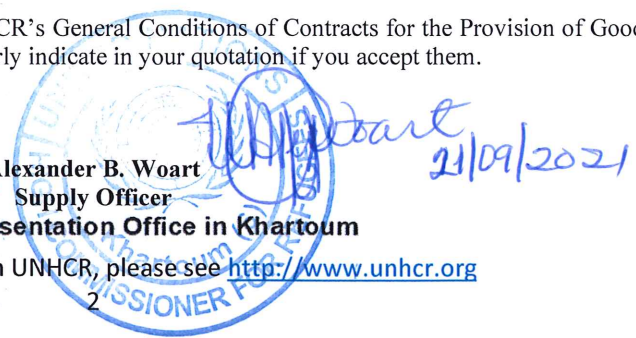
Please find attached in (ANNEX D) the UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services-Rev July 2018. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Alexander B. Woart
Supply Officer

UNHCR Representation Office in Khartoum

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



Annex A Specification

Desktops

Category	Features
Brand	HP, Dell, Lenovo or Equivalent
Base Unit	Tower Workstation Desktop PC
Operating System	Windows 10 Pro 64 - Activated
Office	Office 2019 - Activated
Antivirus	Licensed version - Windows Defender
Processor	Intel Core i5 10500 3.1GHz 6C 65W CPU
System Memory	16GB (1x16GB) DDR4 2666 DIMM Memory
Internal M.2 Storage	512GB M.2 2280 PCIe NVMe Solid State Drive
Keyboard	Arabic/English USB Keyboard
Mouse	Wired Mouse
Flex Port	HDMI Port v2
Ports	Display, HDMI, VGA, USB-3.0
Warranty	3/3/3 (material/labor/onsite) Warranty EURO
Monitor	Display 24 Inch Monitor

UPS

Brand	APC or equivalent
Max Configurable Power (Watts)	500 Watts / 750VA
Output Frequency (sync to mains)	50/60 Hz +/- 3 Hz Sync to mains
Other Output Voltages	220 V, 240 V
Input frequency	50/60 Hz +/- 3 Hz Auto-sensing
Input voltage range for main operations	151 - 302 Adjustable, 160 - 280V
Other Input Voltages	220 V, 240 V
Battery type	Lead-acid battery
Typical recharge time	3hour(s)

Printer

Brand	HP, Rich, Konica, Canon or Equivalent
Functions	Print, Copy, Scan, Email
Print speed, black	31 - 40
Color output	Black and white
Family brand	LaserJet
Functions	Print scan and copy
Paper handling input, standard	100-sheet tray 1, 250-sheet input tray 2; 50-sheet Automatic Document Feeder (ADF)

Input capacity	Up to 350 sheets (Tray 1: up to 100 sheets; Tray 2: up to 250 sheets)
Paper handling output, standard	150-sheet output bin
Scan speed (normal, A4)	Up to 29 ipm (b&w), up to 20 ipm (color)
Technology	Laser
Number of print cartridges	1 (black)
Copy speed (black, normal quality, A4)	Up to 38 cpm
Digital sending standard features	Scan to email with LDAP email address lookup, Scan to network folder, Scan to USB, Scan to Microsoft SharePoint®, Scan to computer with software, Quick Sets
Storage device and direct print support	USB Printing; Wi-Fi Direct
Paper trays, standard	2
Print technology	Laser
Scan size (ADF), maximum	216 x 356 mm
Scan file format	PDF, JPG, TIFF
Color scanning	Yes
Scanner type	Flatbed, ADF
Connectivity, standard	1 Hi-Speed USB 2.0; 1 rear host USB; 1 Front USB port; Gigabit Ethernet LAN 10/100/1000BASE-T network; 802.11b/g/n / 2.4 / 5 GHZ Wi-Fi radio;
Wireless capability	Yes, built-in dual-band Wi-Fi; Authentication via WEP, WPA/WPA2, WPA Enterprise; Encryption via AES or TKIP; WPS; Wi-Fi Direct; Bluetooth Low-Energy
Mobile printing capability	Apple AirPrint™; Google Cloud Print™; HP ePrint; HP Smart App; Mobile Apps; Mopria™ Certified; Roam capable for easy printing; Wi-Fi® Direct Printing