



**UNHCR**

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

DATE: [13/10/2021]

REQUEST FOR QUOTATION: No. [KSO/ SC/RFQ/21/021]

FOR SUPPLY AND DELIVERY OF WATER SUPPLY ITEMS FOR UNHCR KASSALA SUB  
OFFICE IN SHAGARAB, GIRBA AND WADSHARIFEY REFUGEE CAMPS

QUOTATION TO BE RECEIVED BY: [21/10/2021 by 1600 Hrs Sudan Time]

## 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 invite all the companies for provision of supply and delivery of water supply items for UNHCR Kassala Sub Office in Shagarab / Girba / WadSharifey refugee camps. The required items should be as per annex A (BoQ /specification and price proposal).

- Requirement: Provision of Water supply items in Shagarab / Girba / Wad-Sharifey refugee camps
- Quantities: As specified in Annex A
- Delivery: DAP UNHCR Shagarab / Girba / Wad-Sharifey refugee camps
- Delivery Period: 1 week after issuance of purchase order

Find below a detailed BoQ/specifications in (ANNEX A) about the require items. 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:** BoQ/Specifications and Financial Offer Form

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

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

**Annex D:** *Supplier's Code of Conduct*

## 2. RFQ Submission

UNHCR would appreciate receiving your quotation on or before 21 October 2021 i.e. Thursday by 1600 hrs. The quotations must be accompanied with the below mentioned documents.

1. Company registration certificate
2. Acceptance of UNHCR general conditions for provision of Goods (July – 2018) and Code of conduct
3. Tax registration certificate
4. Duly filled UNHCR vendor registration form. If you are a registered vendor with UNHCR, just provide the UNHCR vendor registration ID.

Your offer/quotation must be duly signed and stamped with date sent via email on the below 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**  
**Wali Street,**  
**Located North of Kassala State Customs Police Headquarters**

To: Email address: [sudkasupplyunit@unhcr.org](mailto:sudkasupplyunit@unhcr.org)

Please be aware of fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of [5] 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/[ KSO/ SC/RFQ/21/021]
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

**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: 21 October 2021 by 1600 Hrs Sudan Time.**

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  
UNHCR Sub Office Kassala



**ANNEX A– BOQ AND PRICE PROPOSAL SHEET**  
**REQUEST FOR QUOTATION: No. KSO/ SC/RFQ/21/021**

**QUOTATION TO BE RECEIVED BY: 21 October 2021 by 1600Hrs.**

Supply and delivery of Water Supply System for UNHCR Sub-office, in Shagarab, Girba and WadSharifey refugee camps Sudan.

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

I undertake, if our quotation is accepted, to ensure supply of any of the goods/services 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.

By signing this document, the undersigned confirms hereby acceptance of the UNHCR General Terms and Conditions for provision of Goods & Services and Supplier's code of conduct as annexed to this RFQ.

#	Description	Unit	QTY	Unit Price (USD/SDG)	Total Price (USD/SDG)
1	Centrifugal pump of (Q=135 -140m3/hr. & H=45-55 m) with diesel engine (LISTER PETER type Engine OR Equivalent) as prime mover.	Ea	1		
2	Multi-stage submersible pump for raw water supply, groundwater lowering and pressure boosting equivalent Grundfos Sp 30.	Ea	2		
3	HDPE pipes 4 inches for water supply network connection including water distribution points to all slaughterhouses in Shagarab, Girba, Wad Sharifey refugee camp	M	2,000		
4	HDPE pipes 2 inches for water supply network connection including water distribution points to all slaughterhouses in Shagarab, Girba, Wad Sharifey refugee camp	M	1,000		
5	Transportation and installation cost	SRV	1		
<b>Total Amount (SDG/ USD)</b>					
<b>Total amount in words:</b>					
<b>Total days for completion the works</b>					

**Note: Please note that the supplier needs to provide the details of the submersible pumps and centrifugal pump with its brand, type, country of origin and warranty period.**

**Low Chinese value items will not be accepted**

**INFORMATION OF SUPPLIER:**

This part of the document needs to be filled accurately by the supplier to ensure compliance with the data on UNHCR Vendor Registration Form (Annex B) and existing data with UNHCR Sub-office Kassala.

Name of Supplier: \_\_\_\_\_ Designation: \_\_\_\_\_

Mobile No \_\_\_\_\_ Email Address: \_\_\_\_\_

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

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

Company Registration Number: \_\_\_\_\_ Company Tax Number: \_\_\_\_\_

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

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