



**UNHCR**

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

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DATE: 20 December 2021

REQUEST FOR QUOTATION: No. RFQ/HCR/GSO/21/051

PROCUREMENT OF THURAYA EQUIPMENT FOR UNHCR GEDAREF SUB OFFICE-SUDAN  
QUOTATION TO BE RECEIVED BY: 23 DECEMBER 2021 - 12:00HRS SUDAN STANDARD TIME

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The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950 by the United Nations General Assembly requests your offer for the procurement of Thuraya Equipment for UNHCR Sub Office Gedaref-Sudan as specified in **Annex A** attached as part of this Request for Quotation (RFQ).

**1. REQUIREMENTS**

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

**Delivery lead time:** seven (7) days Upon Receipt of Purchase Order (PO)

**Please fill in below lines:**

Delivery Point: To be delivered at UNHCR's Gedaref office located in Deim Hamed West, Gedaref Town

Name of Vendor: .....

Address/Telephone No: .....

Contact Person: .....

Delivery time in days: .....

Total Amount in Words: .....

Offer Validity Period: .....

Date: .....

Signature: .....

**2. RFQ DOCUMENTS-ANNEXES.**

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

Annex A: Thuraya Equipment Specification

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.

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

ABW

**PAYMENT:** Payment will be made within **30 days** of receipt in UNHCR, Gedaref 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 of 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 (**Annex D**) 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 [woart@unhcr.org](mailto:woart@unhcr.org), [eldukheir@unhcr.org](mailto:eldukheir@unhcr.org). The deadline for receipt of questions is 23 December 2021 10:00 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 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.

### 5. RFQ Submission

We would appreciate receiving your quotation on or before **12 December 2021, 12:00 HRS Sudan Standard Time** by return only to email: [sudkh-su@unhcr.org](mailto:sudkh-su@unhcr.org) or at the Office the Supply Unit at UNHCR Sub Office Gedaref located at Diem Hamed West, Gedaref Town.

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/GSO/21/051**
- 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.

Thank you for your kind attention.

  
Alexander Woart  
Supply Officer – UNHCR Sub Office Gedaref  
20/12/2021

UNHCR Representation Office in Khartoum



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**ANNEX A**  
**TECHNICAL SPECIFICATIONS OF THURAYA EQUIPMENT FOR UNHCR GEDAREF SUB OFFICE - SUDAN**  
**RFQ No: RFQ/HCR/GSO/21/051**

<b>S/n</b>	<b>Item Description</b>	<b>Specification</b>
1	Thuraya	XT - PRO
2	Thuraya	XT-PRO, FDU - XT-PRO
3	Vehicle Docking Unit	VDA for XT-PRO
4	Batteries for XT-PRO	

**ANNEX B**  
**FINANCIAL OFFER FORM FOR THE PROCUREMENT OF THURAYA EQUIPMENT FOR UNHCR GEDAREF SUB OFFICE -**  
**SUDAN**  
**RFQ No: RFQ/HCR/GSO/21/051**

QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):

THE PROPOSED DISCOUNTS WILL BECOME AN INTEGRAL PART OF YOUR BID SUBMISSION

PAYMENT TERMS: ACCEPTANCE OF UN PAYMENT TERMS (I.E., 30 DAYS NET FROM RECEIPT OF DOCUMENTS)

YES

NO

BIDDERS NAME: \_\_\_\_\_

S/n	Item Description	MSRP ID	Unit	Qty	Unit Price (USD)	Amount (USD)
1	Thuraya, XT - PRO	8492	Each	5		
2	Thuraya XT-PRO, FDU - XT-PRO	7472	Each	4		
3	Vehicle Docking Unit VDA for XT-PRO	2351	Each	5		
4	Batteries for XT-PRO	2351	Each	4		
Total (USD):						

Name of Vendor: .....

Address/Telephone No: .....

Contact Person: .....

Delivery time in days: .....

Total Amount in Words: .....

Offer Validity Period: .....

Warranty: .....

Date: .....

Signature: .....

IN THE CAPACITY OF: .....

OFFICIAL STAMP: