



DATE: 17/03/2022

REQUEST FOR QUOTATION No: 22/UNHCR/SDNELF/SUP/RFQ/010

Provision of Cartridges UNHCR El Fasher

QUOTATION TO BE RECEIVED ON OR BEFORE: 27/03/2022 by 23:59 Sudan Time




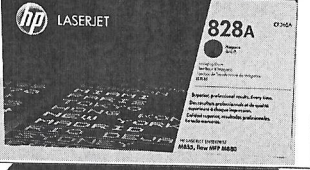

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sudan requests your price offer for the Service specified in **Annex B** to this Request for Quotation (RFQ).

The following annexes are integral part of this RFQ:

- Annex A: UNHCR's General Conditions of Contracts for the Provision of Goods and services - 2018.
- Annex B: Financial offer form (**to be completed and submitted**)

1. Technical Requirements:

- The Goods & Service you are offering must be as per specification. Find below the item description of cartridges, detailed technical Specification and quantities to be ordered

No	Item Description	Detailed Specification	Quantity	Picture of cartridge
1	Toner Cartridge	HP 828A Black LaserJet Image Drum, CF358A (yield 30,000 pages)	1	
2	Toner Cartridge	HP 828A Cyan LaserJet Image Drum, CF359A (yield 30,000 pages)	1	
3	Toner Cartridge	HP 828A Yellow LaserJet Image Drum, CF364A (yield 30,000 pages)	1	
4	Toner Cartridge	HP 828A Magenta LaserJet Imaging Drum CF365A (yield 30,000 pages)	1	
5	Toner Cartridge	HP 59A Black Original LaserJet Toner Cartridge (yield 3,000 pages)	10	

2. **Delivery Point:** DAP El Fasher

3. **Delivery lead time:** Maximum 15 Days.

4. **Financial Offer:** Please submit your price offer, using the financial form (**Annex B**). Your offer must be in **SDG or USD**. Your prices must be inclusive of costs like

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production, labour, overhead, exchange rates and other risks, transportation up to El Fasher etc. UNHCR shall not accept any requests for additional payments after reception of your offer. **Please Ensure that your financial offer does not have cancellations or corrective fluid on it. Any offer with corrective fluid shall be disqualified.**

UNHCR is Tax exempted, in this regard, price has to be given without VAT

5. **Award Criteria:** The lowest priced, substantially compliant offer will be recommended for a contract award.

Your quotation must be valid for at least 30 calendar days. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached ANNEX-A the UNHCR's General Conditions of Contracts for Good & services 2018. You must clearly indicate in your quotation if you accept them.

6. **RFQ Submission:** We would appreciate receiving your quotation on or before 27 March 2022 at 23:59 Sudan Time by one of the following ways:

- 6.1. By e-mail in an attached PDF format to suderfq@unhcr.org with **22/UNHCR/SDNELF/SUP/RFQ/010** in the subject line

Or

- 6.2. In a sealed envelope addressed to:
Supply Unit, UNHCR El Fasher Sub-Office
El Fasher, North Darfur

On the envelope, please mention the following mention:

RFQ 22/UNHCR/SDELFF/SUP/RFQ/010 - Provision of Cartridges to UNHCR -El Fasher Office

Name of your firm (Mandatory)
C/o - Supply Unit

Please, ensure to use the format provided (annex B) and that your calculations of unit and total prices are accurate.

Please indicate in the e-mail subject field:

Thank you for your kind attention.

Ibrahima DRAME

Supply Officer, UNHCR Darfur, Sudan

