



UNHCR

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

DATE: 29 March 2022

REQUEST FOR QUOTATION: [No. RFQ/HCR/SDN/GSO/2022/009]

CONSTRUCTION OF WAITING AREA FOR REFUGEES IN UNHCR SUB OFFICE GEDARIF

QUOTATION TO BE RECEIVED BY: 05 April 2022 by 1500 Hrs.

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 Gedarif would like to construct a waiting area in UNHCR office in Gedarif and needs firm offers from duly locally registered companies having experience in construction and electrical related work in Sudan. The required work should be as per the specification given in bill of quantities (Annex A).

- **Requirement:** Construction of a waiting area in UNHCR Gedarif office
- **Quantities:** As per the bill of quantities listed on Annex A

Find below a detailed specification in bill of quantities (Annex A) of the construction work. 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 supplier should provide the rates for the whole requirement in Annex A.

- Currency: USD/SDG
- Unit Cost: USD/SDG
- Cost of all goods and works USD/SDG

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

Annex A: Detailed Specification and Financial Offer Form (Bill of quantities)

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 code of conduct

Annex E: Drawings of a waiting area

2. RFQ Submission

We would appreciate receiving your quotation on or before **05 April 2022 i.e., Tuesday by 15:00 hrs.** The quotations must be accompanied with the below mentioned documents.

Those vendors whose company profile is already submitted need not to submit again. However, the vendors should provide their **Tax registration certificates** and the other mandatory documents as mentioned below with the quotation.

- Company Profile (not required if already registered with UNHCR)
- Past working experience related to construction work (**Mandatory**)
- Duly filled Vendor Registration Form (June 2018 version) (not required if already registered with UNHCR)
- National Tax Registration Certificate (**Mandatory**)
- Company Registration Certificate (**Mandatory**)
- Duly filled price proposal form (Annex A) (**Mandatory**)

Your offer/quotation along with the above-mentioned mandatory documents must be duly signed and stamped with date sent via email on the given email addresses or handed over by hand or sent via courier to the below email and office address on or before the closing date and time:

SUPPLY CHAIN UNIT,

UNHCR Sub Office in Gedarif,
Alasra Area, North of Almutakawakil hotel in Gedarif.

To: Email address: woart@unchr.org

Copy: Email address: eldukhei@unhcr.org

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: 05 April 2022 i.e. Tuesday by 1500 Hrs.

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 and services July 2018. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Syed Shabbir Hussain
Supply Officer (on mission)
UNHCR Sub Office Gedarif

ANNEX A– SPECIFICATION & PRICE PROPOSAL FORM
REQUEST FOR QUOTATION: [No. RFQ/HCR/SDN/GSO/2022/009]
CONSTRUCTION OF WAITING AREA FOR REFUGEES IN UNHCR SUB OFFICE
GEDARIF

QUOTATION TO BE RECEIVED BY: 05 April 2022 by 1500 Hrs.

Construction of a waiting area in UNHCR Gedarif office Sudan.

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

I undertake, if our quotation is accepted, to ensure construction work in UNHCR office compound in accordance with required specification, quality, financial offer and period specified in the bidding document.

The specified job are all provisional, including provision of materials and workmanship, providing water and electricity for the implementation and all other requirements to implement the job perfectly. The bidder must visit the site prior to submission of bid documents. The cost of this item should be included /imbedded in the other items.					
No.	Description	Unit	Qty	Rate SDG / USD	Amount SDG/USD
1	DOORS & WINDOWS				
1.1	Disassemble of selected steel door Modifying old steel openings to be ready for installing new door.	job	1		
1.2	Modify (200 X 130) size existing steel door for external parameter fence price to include , fixing with hinges, paint, welding, etc.	No.	1		
2	WAITING AREA AND RECEPTION				
2. 1	Excavate required depth for foundation, rate includes disposal of excavation to away or selected area/use	ML	12		
2. 2	Supply materials and build brick continues foundation with C/S mortar (1:8) width of wall 40cm	M ²	12		
2. 3	Supply materials and build brick walls of waiting rooms C/S mortar (1:8) width of 30cm and height of 1m, rate to include all related works	M ²	14		
2. 4	Supply materials and cast 10cm thick concrete (1:3:6) for ground slab Infront of the main gate.	M ²	17		
2. 5	Supply materials and plaster walls C/S mortar (1:6) for internal and external walls, rate includes all related works	M ²	28		
2. 6	Supply and apply washable paint (suitable for interior walls) 2 layers of paint (selected color)	LS	14		
2. 7	Supply and apply washable paint (suitable for exterior walls) 2 layers of paint (selected color)	LS	14		
2. 8	Supply and fix rectangular steel pipes 6x3cm for wall @ 10cm support grid with the height of 1.5m from brick wall, The work includes painting, fixing on the brick wall using all necessary accessories.	M ²	21		
2. 9	Supply and install 4mm clear glass on the internal side of the steel bars for the wall	M ²	21		
2. 10	Supply and fix rectangular steel pipes 8x4cm for roof support grid, The work includes painting, fixing on the tie herons using all necessary accessories.	M ²	19		

2. 11	Supply and fix a sloped roof of Italian Marseille pottery, rate includes fixing steel gutter, fixing on the purlins, drilled nails with washer and all necessary accessories.	M ²	19		
2. 12	Supply materials and fix false ceiling tiles 60x60cm fix in aluminum mesh, with led lights, fix in the walls by nails and hang in the roof rectangular steel pipe by tying cables.	M ²	17		
2. 13	Supply and fix (150 X 220) size solid steel double door, locally made, using heavy steel for door and frame 1mm, covered with 2 layers of heavy 1mm steel sheets and filled with steel hollow box sections 2.5x5cm , price to include , fixing with hinges, two security bar locking system made of filled 5x5cm metal bar, paint, filling with plan conc, etc.	No.	1		
2. 14	Supply and fix (100 X 100) size new sliding aluminum windows, protected with mosquito mesh, price to includes fixing with hinges, locking system, glass, etc.	No.	1		
2. 15	wiring of the building with external ducts, five (05) power points 13A with ground, using 2.5mm wire approved quality, price to include the cost of wires, ducts, labor and connection to main distribution board.	LS	1		
2. 16	wiring of building with internal pipes for A/C units, wiring with 4mm cables of approved high quality and power point for AC connect , price to includes the cost of wires, pipes, switches , labor and connection to main distribution board	LS	1		
2. 17	Provide, fix and installation of new Main distribution board, main switch, 3 phase of approved type, with complete set of fuses and connection to main power lines	LS	1		
2. 18	Supply and installation of led lamp, false ceiling type 12 WATT, four (04), rate to includes wires, switches and labor	No.	8		
3	HAVC				
3.1	Supply and installation of split unit air conditions 24 BTU	No.	1		
3.2	Supply and install wall mounted 16" fans two (02)in the waiting room	No.	2		
Grand Total for Works and HAVC USD/SDG:					

Please provide the information below that will help us make our final decision beside the financial offer.

Completion Period: (#days)		Warranty Period: (#years)		Bid Validity: (90 days)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Acceptance of UNHCR General Condition for Goods:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Tax Certificate:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Registration Certificate:	Yes <input type="checkbox"/> No <input type="checkbox"/>

NOTE: If YES, please do provide with a copy of the required documents for evidence purposes. Should the supplier fail to provide the supporting documents their offer may not be selected for an award of contract.

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.

The undersigned confirms hereby acceptance of the UNHCR General Terms and Conditions for provision of Goods and Services (October 2000 version), including UNHCR payment terms as specified in this RFQ.

Name of Bidder: _____ Designation: _____

Telephone No _____ Email Address: _____

Company Name: _____

Company Address: _____

Authorized Signature: _____ Company Stamp: _____

Date: _____