

**UNHCR**United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés**DATE: 30<sup>th</sup> May 2022****REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2022/011****FOR THE PROVISION OF COMMERCIAL REAL ESTSTE SERVICES FOR UNHCR KHARTOUM OFFICE****QUOTATION TO BE RECEIVED BY: 07 June 2022 – 15:00 HR**

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly<sup>1</sup>, requests your price quotation **for the Provision of Commercial Real Estate Services for UNHCR Khartoum office** as per Terms of References attached (**Annex A**)

**1. REQUIREMENTS**

The requirements for the suitable office premises are as follow:

1. The premises must be within Khartoum 2 or Amarat.
2. Premises with Sufficient Vehicle Parking Spaces.
3. Total Rentable Area including Parking area (including total size of the number of floors) is 1,000 Square Meters in average.
4. Premises in good condition that require little or no remodelling or improvement.

Offers can be received from Real State Agencies or directly from landlords

For all shortlisted buildings, UNHCR multi-function team will conduct an assessment on key criteria (size, location, accessibility, security and safety, technology facilities, green energy etc....)

**2. TECHNICAL EVALUATION CRETERIA**

<b>Main Criteria</b>	<b>Sub Criteria and Points allocated</b>	<b>PASS/FAIL</b>
Vendor Eligibility (Valid Registration Certificate)	Legal Accreditation (recognized by the government)	
Experience and References (Not less than 3 years	Provide previous experience in the rental of commercial properties or similar works and references and company profile.	
References	Provide five (5) references clients to which similar or relevant services were provided during the last three (3) years	
Understanding of the requirement, and responsiveness to, UNHCR requirements and Compliance to the Terms of Reference (Annex A: TOR).	Provide detailed Services and acknowledge understanding of UNHCR requirement.	
Acceptance of UNHCR Payment terms	Acceptance of the UNHCR terms and conditions without objections. Sign and stamp the document	

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

### 3. FINANCIAL COMPONENT

- Cost of the Services/Commission Mechanism (% Percentage).
- Additional fees if any (please specify).
- Currency depends on the lease agreement currency.
- Offer Validity Period (90 Days).

### 4. RFQ DOCUMENTS-ANNEXES

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

**Annex A:** Terms of Reference (ToR).

**Annex B:** Financial Offer Form – please fill in, sign, and stamp prior to submission.

**Annex C:** Vendor Registration Form - If your company is not registered with UNHCR you should complete, sign and submit with your technical proposal.

**Annex D:** UNHCR General Conditions of Contracts for the Provision of Services - Please note that these terms and conditions will be strictly adhered to for the purpose of any future contract. You must clearly indicate in your quotation if you accept them, by signing and stamping all pages prior to submission.

**Annex F:** UN Supplier code of conduct.

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### **IMPORTANT:**

Please note that UNHCR has tax- and duty-free 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 upon receipt of invoice at UNHCR Office confirming satisfactory delivery of the goods or services. 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.

**Currency of Payment:** Payment will be made in the currency in which the purchase order is issued (USD) or local currency (SDG) depending on the lease offer currency.

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### 5. RFQ SUBMISSION

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.

**Offers can be received from Real State Agencies or directly from landlords.**

We would appreciate receiving your quotation on or before **07 June 2022 15:00 HRS Local time Sudan** by return only to email: [SUDKH-SU@unhcr.org](mailto: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 **20 Mb** so it may be necessary to send more than one e-mail for the whole submission.

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

Please indicate in the e-mail subject field:

-RFQ Number: **RFQ/HCR/SOK/2022/011**

-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.

Thank you for your kind attention.

**Ibrahima Drame**

**Supply Officer**

**UNHCR Representative Office, Khartoum**

