

DATE: 31 May 2022

REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2022/013

REQUEST FOR THE PROVISION OF INSPECTION SERVICE FOR RIGID JERRY CANS 20 LITERS

QUOTATION TO BE RECEIVED BY: 2 June 2022 15:00 HRS

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 inspection service for Rigid Jerry Cans 20 litres** as per the attached Specifications (Annexe A).

**1. REQUIREMENTS**

- **Description:** Provision of inspection services to UNHCR as per the attached specifications **Annex A**.
- **Location:** Khartoum

**Important:**

- Please note that UNHCR has tax and duty exemption status.
- UNHCR can only facilitate payments through the local banks transfer
- Your Price quotation must be in USD and valid at least for 90 days.

**Annex C: Financial Offer**

- Unit cost per inspection service.
- Offer Validity Period

**For Goods and Services:**

- Delivery Point:
- Name of Vendor.....
- Address / Telephone No: .....
- Contact Person: .....
- Date:.....
- Signature: .....

**2. RFQ DOCUMENTS-ANNEXES.**

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

**Annex A:** Technical Specification

**Annex B:** Financial offer Form

<sup>1</sup> For further information on UNHCR, please see <http://www.unhcr.org>  
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**Annex C:** Vendor Registration form

**Annex D:** UNHCR General conditions for the provision of goods and services (The service provider should acknowledge in writing or signing).

**Annex E - UN Suppliers 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.

**PAYMENT:** Payment will be made within 30 days of receipt of the invoice in UNHCR.

**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 the Sudan and therefore the current market condition must be factored in before submitting your quote.

### **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.

### **3. RFQ Submission**

We would appreciate receiving your quotation on or before **2 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 **[8] 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/SUD/2022/013**
- 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 NHCR 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.

**Ibrahima Drame,**


**Supply Officer**

**UNHCR Representative Office, Khartoum**



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

## Annex (A) Technical Specification

No	Technical Specification		Results	Deviation	Compliance (Y/N)
1	Capacity	20 liters.			
	Capacity –Brimful (+/- 10%)	21 to 22.3 Liters			
2	Weight (+/- 5%)	850 - 1000 grams			
3	Material	Manufacture of food grade HDPE, containing no toxic elements according to EN 1186-3-9 standard. Must Stand by itself, even when filled with less than ¼ of its Maximum volume.			
4	Impact resistance (+/- 10%)	1. Withstand a weight of 80 kg uniformly distributed without deformation when empty 2. The -Rigid Jerry can must be impact resistant on a hard surface when filled with maximum volume of water			
5	Operating temperature (+/- 10%)	can withstand temperatures from -20 °C to + 50 °C.			
6	Color	Solid White or Light Blue			
7	Shape	Rectangular			
	Dimensions (+/- 5%)	Height (mm)	385		
		Length (mm)	291		
		Width (mm)	257		
		Neck Size (mm)	61		
9	Fitted with (+/- 5%)	<p>The product comes with a variety of different caps to order along with the jerry can and a built-in handle for ease of transportation.</p> <p>No sharp edges and a screwable cap for filling and discharge that is linked to the container by polyamide string with diameter of min 1mm and approximately and 120 mm length. The inner diameter of cap approx 35 mm. 35 mm string attached to the lid/securely fastened to the handle to keep the lid attached to the jerry can at all times.</p>			
10	Printing Of UNHCR Logo:	<p>UNHCR visibility logo, printed or a sticker as per the included graphic reference.</p>  <p>The image shows two diagrams for UNHCR logo application. The left diagram, titled 'Logo Application Reference', shows the logo within a grid with dimensions 100mm by 100mm. The right diagram, titled 'Logo Application Size', shows the logo within a grid with dimensions 100mm by 100mm and a 10mm margin.</p>			

**ANNEX B**

**FINANCIAL PROPOSAL FORM FOR THE PROVISION OF INSPECTION FOR RIGID JERRY CANS 20 LITERS No:  
 RFQ/HCR/ROK/2022/013**

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:

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S.No	Items	Number of Samples to be inspected.	Inspection fees per sample of 2 pcs of Jerry Cans each (ALL inclusive) - USD	Total Cost (USD)
1	Provision of inspection service for Rigid Jerry Cans 20 Liters as per Annex A	1		

Delivery Date required by UNHCR:

Proposed Delivery Date:

Validity of the offer:

PRICE QUOTED MUST BE EXCLUSIVE OF VAT

DATE: \_\_\_\_\_

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

SIGNATURE: \_\_\_\_\_

IN THE CAPACITY OF: \_\_\_\_\_

DULY AUTHORIZED TO  
SIGN BID FOR AND ON BEHALF OF: \_\_\_\_\_

OFFICIAL STAMP: