

DATE: 14 July 2022

REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2022/015

FOR THE DESIGN AND PRINTING OF ROLLUP STAND, BANNERS, BOOKLETS , PAMPHLET,
NOTEBOOKS AND MEMORY STICKER

QUOTATION TO BE RECEIVED BY: 21JULY 2022 - 15:00 HRS SUDAN STANDARD TIME

The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950 by the United Nations General Assembly requests your price quotation of **design and printing services as specified** below as part of this Request for Quotation (RFQ).

1. REQUIREMENTS

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

Annex A: Financial Offer:

| No | Description | Detailed description | QTY | Unit cost (USD) | Total Cost (USD) |
|--------------------------|------------------------------|--------------------------------------|-----|-----------------|------------------|
| 1 | Printing Rollup Stand | 85x200 cm | 1 | | |
| 2 | Printing banner | 1*200 cm | 1 | | |
| 3 | Printing Booklet 24 pages. | 80 gm inside paper Cover 250 gm - A5 | 250 | | |
| 4 | Pamphlet Design and printing | A4 size | 200 | | |
| 5 | Pamphlet Design and printing | A4 size | 200 | | |
| 6 | Jacket Design and printing | A4 size | 60 | | |
| 7 | Notebook Design and printing | A5 size | 60 | | |
| 8 | Memory stick | 8 G | 60 | | |
| Total cost in USD | | | | | |

Clarification For any clarifications please contact Afra at 0900921268

Delivery lead time:

Please fill in below lines:

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

Delivery Point: To be delivered in UNHCR Office in Khartoum warehouse located in Mayo Area

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: Financial Offer

Annex B: Vendor Registration Form

Annex C: 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.

PAYMENT: Payment will be made within **30 days** of receipt in UNHCR, Khartoum 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 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 B**).

Please note that these terms and conditions (**Annex C**) 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 SUDKH-SU@unhcr.org. The deadline for receipt of questions is 20 July 2022 15:00 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 **21 July 2022, 15:00 HRS Sudan Standard Time** by return only to email: sudkh-su@unhcr.org.

For further information on UNHCR, please see <http://www.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 **10 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/ROK/2022/015**
- 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.

Ibrahima Drame

Supply Officer

UNHCR Representation Office in Khartoum

14/7/2022



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