

DATE: 21 July 2022

REQUEST FOR QUOTATION: No. RFQ/HCR/DFO/2022/005

SUPPLY & DELIVER OF 150- or 160-AMP AUTOMATIC CHANGE OVER SWITCH TO UNHCR OFFICE
PREMISES IN DAMAZINE, BLUE NILE, SUDAN

QUOTATION TO BE RECEIVED BY: 31 July 2022- 15:00HRS 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 for 150 or 160 amp Automatic Change Over Switch at UNHCR premises in Damazine, Blue Nile State, as per attached Annex A (BOQ).

1. REQUIREMENTS

Please include the following price information in your quotation (without VAT) as well as transportation cost.

Description/Specification: 150 or 160amp Automatic Change Over Switch

- **Location: UNHCR's Office Premises in Damazine Town, Airport Road, Blue Nile State**
- **Delivery time: One week from offer.**

NOTE:

All potential bidders are encouraged to weigh all options in getting the goods delivered to UNHCR premises inclusive of transportation cost.

2. RFQ DOCUMENTS-ANNEXES.

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

Annex A: Bill of Quantity (BOQ) and Terms of Reference (TOR)

Annex B: Financial Offer Form

Annex C: Vendor Registration Form

Annex D: 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, Damazine office of complete documents(original invoice, delivery note, etc.) 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 Primary Bank is the Blue Nile Meshrag Bank and therefore can only facilitate payments through the local banks and not in banks outside of Sudan and therefore the current market condition and Central Bank of Sudan regulations and policies must be factored in before submitting your quote. To facilitate smooth payments process, vendors doing works for UNHCR are encouraged to open account with Blue Nile Bank.

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



Vendor Registration Form: If your company is not registered with UNHCR or have not been active or received a UNHCR PO for more six (6) months, you should complete, sign and submit with your technical proposal the Vendor Registration Form (**Annex D**).

3. CLARIFICATIONS

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to sirleaf@unhcr.org. The deadline for receipt of questions is **30 July 2022, 12:00 HRS Sudan Standard Time**. Bidders are requested to keep all questions concise.

Please note that these terms and conditions (**Annex E**) will be strictly adhered to for the purpose of any future contract.

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/offer on or before **31 July 2022, 15:00 HRS Sudan Standard Time** by return only to email: sirleaf@unhcr.org or at the Office of the Admin Unit at UNHCR Field Office Damazine located in Damazine Town, Airport Road, Blue Nile State.

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.

Please indicate in the e-mail subject field:

- RFQ Number: **RFQ/HCR/DFO/2022/005**
- 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.

Note:

Bidders are to note that, given that the item required, the contract will be awarded to the vendor/bidder with the lowest cumulative/overall quoted offer.

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 quotation, 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.

Please find attached in (**Annex E**) the UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services-Rev July 2018. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

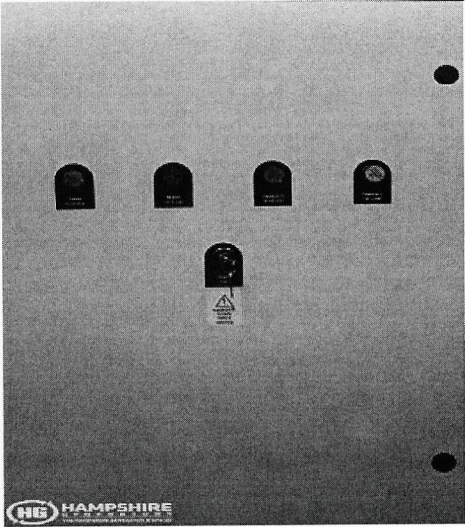
Varsay Rancy Sirleaf
Administrative Officer
UNHCR Field Office Ad Damazine - Sudan



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

ANNEX A – Technical Specification of ATS

RFQ/HCR/DFO/2022/005

No.	DESCRIPTION/Specification	Picture	QTY
1. 1	Automatic Change Over Switch 150/160 amp ATS 3 phase		1



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

ANNEX B – FINANCIAL OFFER FORM

RFQ/HCR/DFO/2022/005

FINANCIAL OFFER FOR THE SUPPLY AND DELIVERY OF 150AMP OR 160AMP ATS 3 PHASES TO UNHCR OFFICE IN DAMAZINE

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

BIDDER NAME: _____

#	Item Description	Unit	Qty	Unit Price DDP Damazin (USD/SDG)	Total Price DDP Damazin (USD/SDG)
1	Automatic Change Over Switch 150/160 amp ATS 3 phase	EA	1		
Total (USD/SDG)					

Name of Vendor.....

Address/Telephone No:

Email Address.....

Contact Person:

Delivery time in days:

Total Amount in Words:

Offer Validity Period:

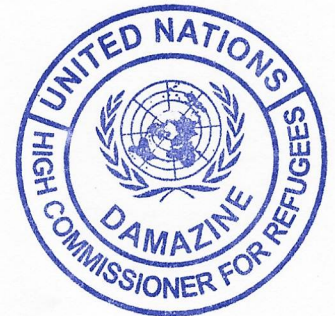
Warranty.....

Date:

Signature:

IN THE CAPACITY OF.....

OFFICIAL STAMP:



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