

DATE: 02 August 2022

REQUEST FOR QUOTATION: No. RFQ/HCR/GSO/2022/036

SUPPLY AND DELIVERY (DDP GEDAREF) OF ICT EQUIPMENT TO UNHCR GADARIF OFFICE, GEDAREF TOWN

QUOTATION TO BE RECEIVED BY: 11 AUGUST 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 the **Supply and Delivery (DDP Gedaref) of ICT Equipment to UNHCR Gadaref Office** as specified in (Annex A) and attached to this Request for Quotation (RFQ).

1. REQUIREMENTS

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

1. Supply and Delivery (DDP Gedaref) of ICT Equipment to UNHCR Gadaref Office as per the attached specification Annex A.

2. RFQ DOCUMENTS-ANNEXES.

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

Annex A: Specifications of ICT Equipment

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, Gedaref 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 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.

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 C).

3. CLARIFICATIONS

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to woart@unhcr.org, khalils@unhcr.org. The deadline for receipt of questions is 11 August 2022, 12:00 HRS Sudan Standard Time. Bidders are requested to keep all questions concise.

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

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

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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 **11 August 2022, 15:00 HRS Sudan Standard Time** by return only to email: sudgesu@unhcr.org or at the Office of the Supply Unit at UNHCR Sub Office Gedaref located at Dem Hamad West, Gedaref Town.

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/GSO/2022/036**
- 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.

Please find attached in **(Annex D)** 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.

Alexander B. Woart
02/08/2022
Alexander B. Woart
Supply Officer
UNHCR Sub Office Gedaref - Sudan



ANNEX A – Technical Specifications of ICT Equipment

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#	Item Description	Specification	Unit	Qty
1	Cisco Meraki MS210 48 Port Switch	(MS210-48FP-HW) To be used for reference: a. Full Power Switch 740W - 1.0 MS210-48FP-HW- Meraki MS210-48FP 1G L2 Cld-Mngd 48x GigE 740W PoE Switch b. With 5 Year Enterprise License - 2.0 LIC-MS210-48FP-5YR - Meraki MS210-48FP Enterprise License and Support, 5 Year	Each	7
2	Meraki MR76 Wi-Fi 6 Outdoor AP	MR76-HW - Meraki MR76 Cloud Managed AP LIC-ENT-5YR Cisco Meraki MR Enterprise License, 5 Years MA-ANT-20 Meraki Dual-band Omni Antennas	Each	4
3	Cisco Meraki MR46E Access Point	MR46E-HW - Meraki MR46E Wi-Fi 6 Indoor AP with External Antenna Connectors a. With External Antennas - MA-ANT-3-A6 - Meraki Indoor Dual-band Dipole Ant, 6-pack for MR46E/MR53E b. With 5 Year Enterprise License - LIC-ENT-5YR - Meraki MR Enterprise License, 5YR	Each	43
4	Meraki MX85 Security Device	MX85-HW-Meraki MX85 Router/Security Appliance a.MA-PWR-CORD-EU - Cisco Meraki AC Power Cord for MX and MS (EU Plug) b. LIC-MX85-SEC-5YR-Meraki MX85 Advanced Security License and Support, 5YR	Each	1
5	Cisco 4321 Router	ISR4321-VSEC/K9- Cisco ISR 4321 Bundle w/UC & SEC License, CUBE-10	Each	1
6	Cisco IP Phone 8861	CP-8861-K9=Cisco IP Phone 8861a.CON-SNT-CP8861K9 SNTC-8X5XNBD Cisco UC Phone 8861, b.ME14-UL (CME) - 1 User License, c. SKU CON-ECMU-CMEULCTG	Each	10

ICT EQUIPMENT SHOULD BE DELIVERED TO UNHCR OFFICE IN GEDAREF

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

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ANNEX B – FINANCIAL OFFER FORM

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FINANCIAL OFFER FOR THE SUPPLY AND DELIVERY OF ICT EQUIPMENT TO UNHCR GEDAREF OFFICE, GEDAREF TOWN

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	Specification	Unit	Qty	Unit Price DDP Gedaref (SDG/USD)	Total Price DDP Gedaref (SDG/USD)
1	Cisco Meraki MS210 48 Port Switch	(MS210-48FP-HW) To be used for reference: a. Full Power Switch 740W - 1.0 MS210-48FP-HW-Meraki MS210-48FP 1G L2 Cld-Mngd 48x GigE 740W PoE Switch b. With 5 Year Enterprise License - 2.0 LIC-MS210-48FP-5YR - Meraki MS210-48FP Enterprise License and Support, 5 Year	Each	7		
2	Meraki MR76 Wi-Fi 6 Outdoor AP	MR76-HW - Meraki MR76 Cloud Managed AP LIC-ENT-5YR Cisco Meraki MR Enterprise License, 5 Years MA-ANT-20 Meraki Dual-band Omni Antennas	Each	4		
3	Cisco Meraki MR46E Access Point	MR46E-HW - Meraki MR46E Wi-Fi 6 Indoor AP with External Antenna Connectors a. With External Antennas - MA-ANT-3-A6 - Meraki Indoor Dual-band Dipole Ant, 6-pack for MR46E/MR53E b. With 5 Year Enterprise License - LIC-ENT-5YR - Meraki MR Enterprise License, 5YR	Each	43		
4	Meraki MX85 Security Device	MX85-HW-Meraki MX85 Router/Security Appliance a.MA-PWR-CORD-EU - Cisco Meraki AC Power Cord for MX and MS (EU Plug) b. LIC-MX85-SEC-5YR-Meraki MX85 Advanced Security License and Support, 5YR	Each	1		
5	Cisco 4321 Router	ISR4321-VSEC/K9- Cisco ISR 4321 Bundle w/UC & SEC License, CUBE-10	Each	1		
6	Cisco IP Phone 8861	CP-8861-K9=Cisco IP Phone 8861a.CON-SNT-CP8861K9 SNTC-8X5XNBD Cisco UC Phone 8861, b.ME14-UL (CME) - 1 User License, c. SKU CON-ECMU-CMEULCTG	Each	10		

Name of Vendor:

Address/Telephone No:

Email Address:

Contact Person:

Delivery time (DDP Gedaref) in days:

Total Amount in Words:

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

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Offer Validity Period:

Warranty.....

Date:

Signature:

IN THE CAPACITY OF.....

OFFICIAL STAMP:

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