



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 01 September 2022

REQUEST FOR QUOTATION: No. 22-UNHCR-SDNELF-SUP-RFQ-031

For the Provision of Essential Medicines to UNHCR East Darfur, El Daein

QUOTATION TO BE RECEIVED ON OR BEFORE: 10 September 2022 by 23:59 Sudan Time

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950, by the United Nations General Assembly¹, requests your price quotation for the attached **Essential list of Medicine** specified in this Request for Quotation (RFQ).

The following annexes are integral part of this RFQ:

- Annex A: UNHCR's General Conditions of Contracts for the Provision of Goods
- Annex B: List of Essential Medicines with Financial offer form (***to be completed and submitted***).
- Annex C: Submission Check list (***to be completed and submitted***)

1. REQUIREMENTS

The following details which comprise part of the mandatory requirements, eligibility and qualification criteria **should be provided as part of your offer with this tender**. find the description of medicines, detailed with technical specification, and quantities to be ordered in Annex A named List of Essential Medicines.

- **Registration of Firm:** The bidder must provide copies of registration documents in Sudan as medicines supplier approved by the Ministry of Health.
- **Description: Goods** – Essential Medicine, the technical details of the required products can be found in Annex B. The medicines shall provide shall be manufactured by WHO approved pharmaceutical companies with proof of WHO Good Manufacturing Practices (GMP) and/or WHO Good Distribution Practices (GDP) / Good Storage Practices (GSP) Certificates.
- **Experience:** The Supplier/Company must provide a sample PO or contract on the supply of medicines in Sudan including contact details of the clients who received the goods.
- **Important Attention:** The highlighted medicines in yellow and items need 2-8 c degree temperature are required cold chain while transporting and the company to guarantee safe arrival to the location in El Daein.
- The shelf life of items should be minimum of 18 months.
- **Quantity:** As per attached Excel File and applicable packing units.
- **Delivery Point:** UNHCR East Darfur/State Ministry of Health in El Daein,
- **Delivery time:** (After receipt of order): 21 days after issuing of the order.

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

[Find attached in ANNEX B for more information about the goods required (specifications) List of Essential Medicines and Financial Offer and required packing sizes.

Please note that figures have been stated to enable bidders to have an indication of the packing units/sizes and the quantities may vary and will depend on the actual requirement per packing per item.

Please note that UNHCR has tax and duty exemption status, so you shall include the following price information in your quote (without VAT):

This tender is for suppliers within Sudan. If suppliers have to import the goods, UNHCR shall not be in the position to facilitate the import approval and/or custom processes. Importation and delivery in El Daien is the sole responsibility of the supplier.

2. ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this RFQ by return e-mail to sudefrfq@unhcr.org as to:

- Your confirmation of receipt of this RFQ.
- Whether or not you will be submitting a bid.

3. Financial Offer: Please submit your price offer, using the financial Offer part in Annex B named **(to be filled by the supplier)**. Your offer must be in **SDG or USD**. Your prices must be inclusive of costs like production, labour, overhead, exchange rates and other risks, transportation up to State Ministry of Health El Daien etc. UNHCR shall not accept any requests for additional payments after reception of your offer. **Please Ensure that your financial offer does not have cancelations or corrective fluid on it. Any offer with corrective fluid shall be disqualified.**

4. Award Criteria: The lowest priced, substantially compliant offer will be recommended for a contract award.

Your quotation must be valid for at least 30 calendar days. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

5. RFQ SUBMISSION

Your quotation must be received on or before **10 September 2022 – 23:59 Sudan Time** by e-mail in PDF format with all required documents to sudefrfq@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.

Please indicate in the e-mail subject field:

- **RFQ: 22-UNHCR-SDNELF-SUP-RFQ-031**
 - **Name of your firm.**
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- **Number of e-mails that are sent (example: 1/2, 2/2)**
For example: RFQ:22-UNHCR-SDNELF-SUP-RFQ-031 Company ABC (email 1 of 3)

Please find attached in **ANNEX A - UNHCR's General Conditions of Contracts for the Provision of Goods**, which have to be acknowledged by submitting a signed copy together with your offer.

Please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for Provision of Goods.

UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial awards.

Thank you for your kind attention.

Supply Unit
UNHCR Darfur Operation