

DATE: 20 SEPT 2022

REQUEST FOR QUOTATION: No. RFQ/HCR/GSO/2022/049

**SUPPLY AND DELIVERY (DDP DOKA) OF ASSORTED FURNITURE TO THE NEW UNHCR OFFICE IN
DOKA TOWN, EAST SUDAN**

QUOTATION TO BE RECEIVED BY: 4th Oct 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 Doka) Of Assorted Furniture to The New UNHCR Office In Doka Town, East Sudan** 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. the Supply and Delivery (DDP Doka) Of Assorted Furniture to The New UNHCR Office In Doka Town, East Sudan as per the attached specification Annex A.

2. ITB DOCUMENTS-ANNEXES.

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

Annex A: Technical Specification

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's 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 have not 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, eldukhei@unhcr.org; khalils@unhcr.org The deadline for receipt of questions is **25 Sept 2022, 15:00 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.

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 **4th Oct 2022, 15:00 HRS Sudan Standard Time** by return only to email: sudgesu@unhcr.org or delivered in a sealed envelope at the Office of the Supply Unit at UNHCR Sub Office Gedaref located at Dem Hamed 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/2022/049**
- 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.

P.P. 

Alexander B. Wwart
Supply Officer
UNHCR Sub Office Gedaref - Sudan





Sam

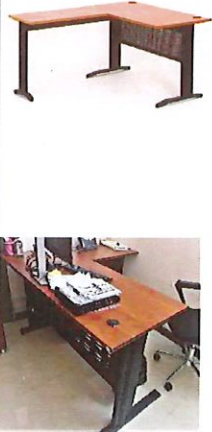


ANNEX A



TECHNICAL SPECIFICATIONS SUPPLY AND DELIVERY (DDP DOKA) OF ASSORTED FURNITURE TO THE NEW UNHCR OFFICE IN DOKA TOWN, EAST SUDAN

RFQ/HCR/GSO/2022/049


#	Item Description	Sample Picture	Quantity Required	U/M
1	SONGMICS Swivel Desk Chair for Home, Mesh Office Chair with Arms, Lumbar Support, Tilt Mechanism, Adjustable Height, Max. Load Capacity 150 kg		3	EA
2	Conference table with 8 chairs with metal frame (See attached Picture)		1	EA


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3	<p>QUADRA corner desk with hooked return, left, 180 x 180 x 60/80 cm, cherry wood, with black metal legs Ref no.: 22235</p>	 <p>Technical drawing showing dimensions: L.180 cm, P. 80 cm, I. 80 cm, I. 100 cm, P. 60 cm.</p>	3	EA
4	<p>Model: DG-RF-TN-2HAP740I Refrigerator LG-DIGI Capacity 240 Ltr Net wight 72 KG Input power 130 W Refrigerant 600a(65g) Rated Frequency 50Hz Color: White or Silver Climate Category (T) Tropical+16 to +43 2 Doors</p>		1	EA
5	<p>Water Dispenser with compressor hot and cold LG-Digi Model: DG-WD-FTFABA120W Voltage 220-240</p>		3	EA

6	<p>TV-55 inch brand LG 55 Smart UHD 4K TV</p> <p>Specifications: LG55 led, smart, UHD 4k tv, 4k active, HDMI port, quality picture, USB cable, Bluetooth, Netflix, YouTube, digital and satellite, wireless, 20 watt. Model 2019 or 2021</p>		1	EA
7	<p>Satellite Receiver Full Digital HD-Minin Digital Satellite Receiver</p>			EA
8	<p>Dinner table with 6- chairs Wooden brown cherry color</p>	<p>Please provide your Picture</p>	1	EA

9	<p>Gas cooker (4 burners)</p> <p>4 Gas Burners with top glass cover</p> <p>Size 50*60CM,</p> <p>Cast iron grid,</p> <p>Oven and Grill with transparent glass door</p> <p>Stainless steel body</p> <p>Auto ignition</p>		1	EA
10	<p>Sudan Standard home Gas cylinder</p> <p>One Abarcy and one Nile Gas</p>		2	EA
11	<p>Air-conditions split</p> <p>18000 BTU</p> <p>LG/Samsung/general</p>	<p>Please provide picture and brand</p>	6	EA
12	<p>Water (Heater) geysers</p> <p>55 ltr</p>		2	EA

13	Washing machines with Rinse 10 KG		1	EA
14	Visitor chairs with metal legs, arms and back mesh		20	EA
15	Portable Mosquito nets with zipp fastener for single bed		20	EA
16	Wooden Bed single 200x100	<p>Please provide picture and brand</p>	12	EA

17	Mattress single standard, high density foam MAMAS Brand	Please provide picture and brand	12	EA
18	Complete Sofa Set consist of Single seaters, two seaters and three seaters	Please provide picture and brand	1	Set
19	Room safe Digital -Electronic		15	

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ANNEX B – FINANCIAL OFFER FORM

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FINANCIAL OFFER FOR THE SUPPLY AND DELIVERY (DDP DOKA) OF ASSORTED FURNITURE TO THE NEW UNHCR OFFICE IN DOKA TOWN, EAST SUDAN

QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):

THE PROPOSED DISCOUNTS WILL BECOME AN INTEGRAL PART OF YOUR BID SUBMISSION

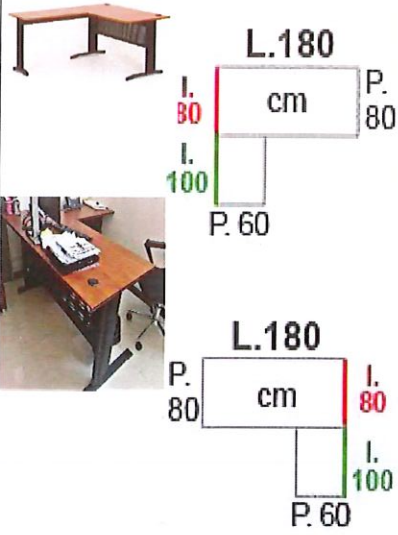


PAYMENT TERMS: ACCEPTANCE OF UN PAYMENT TERMS (I.E., 30 DAYS NET FROM RECEIPT OF DOCUMENTS)



YES **NO**

BIDDER NAME: _____




#	Item Description	Sample Picture	Quantity Required	U/M	Unit Price USD/SDG	Total Price USD/SDG
1	SONGMICS Swivel Desk Chair for Home, Mesh Office Chair with Arms, Lumbar Support, Tilt Mechanism, Adjustable Height, Max. Load Capacity 150 kg		3	EA		
2	Conference table with 8 chairs with metal frame (See attached Picture)		1	EA		




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3	<p>QUADRA corner desk with hooked return, left, 180 x 180 x 60/80 cm, cherry wood, with black metal legs Ref no.: 22235</p>		3	EA		
4	<p>Model: DG-RF-TN-2HAP740I Refrigerator LG-DIGI Capacity 240 Ltr Net wight 72 KG Input power 130 W Refrigerant 600a(65g) Rated Frequency 50Hz Color: White or Silver Climate Category (T) Tropical+16 to +43 2 Doors</p>		1	EA		
5	<p>Water Dispenser with compressor hot and cold LG-Digi Model: DG-WD-FTFABA120W Voltage 220-240</p>		3	EA		

6	<p>TV-55 inch brand LG 55 Smart UHD 4K TV</p> <p>Specifications: LG55 led, smart, UHD 4k tv, 4k active, HDMI port, quality picture, USB cable, Bluetooth, Netflix, YouTube, digital and satellite, wireless, 20 watt. Model 2019 or 2021</p>		1	EA		
7	<p>Satellite Receiver Full Digital HD-Minin Digital Satellite Receiver</p>			EA		
8	<p>Dinner table with 6- chairs Wooden brown cherry color</p>	<p>Please provide your Picture</p>	1	EA		

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9	<p>Gas cooker (4 burners)</p> <p>4 Gas Burners with top glass cover</p> <p>Size 50*60CM,</p> <p>Cast iron grid,</p> <p>Oven and Grill with transparent glass door</p> <p>Stainless steel body</p> <p>Auto ignition</p>		1	EA		
10	<p>Sudan Standard home Gas cylinder</p> <p>One Abarcy and one Nile Gas</p>		2	EA		
11	<p>Air-conditions split</p> <p>18000 BTU</p> <p>LG/Samsung/general</p>	<p>Please provide picture and brand</p>	6	EA		
12	<p>Water (Heater) geysers</p> <p>55 ltr</p>		2	EA		

13	Washing machines with Rinse 10 KG		1	EA		
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17	Mattress single standard, high density foam MAMAS Brand	Please provide picture and brand	12	EA		
18	Complete Sofa Set consist of Single seaters, two seaters and three seaters	Please provide picture and brand	1	Set		
19	Room Safe Digital-Electronic		15	EA		

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.....