



UNHCR

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

DATE: 10 NOVEMBER 2022

REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2021/038

PROCUREMENT OF CAMERA AND ACCESSORIES FOR UNHCR REPRESENTATION OFFICE
IN KHARTOUM-SUDAN

QUOTATION TO BE RECEIVED BY: 16 NOVEMBER 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 of **Camera and Accessories** as specified in the **Annex A** 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 form

No	Item	Specification	Quantity	Unit Cost (USD)	Total Amount (USD)
1	Laptop	1- MacBook Pro, 16 inches 2- CPU: M1 Pro or M1 Max 3- 32GB RAM. 1 TB storage	1		
2	Lapel mic	Wireless (IRIG LAV or Sennheiser) or TASCAM micro set (transmitter+ receiver)	1		
3	Professional cameras	EOS R5 Mirrorless, Digital Camera	2		
4	Lenses	Canon 24-70mm f/2.8L II	2		
		Canon 35mm f/1.4L II	1		
		RF 70-200mm f/2.8L IS USM lens	1		
5	Travel Tripod	Peak Design Carbon Fiber Travel Tripod	1		
6	Rode Video Mic	Rode Video Mic Pro Camera-Mount Shotgun Microphone	1		
7	Flash	Speed lite 600EX II-RT	1		
8	Memory	San Disk Extreme 128 GB 90 Mb/s (or faster)	3		
9	Pocket Gimbal Camera	DJI Osmo Pocket or DJI Pocket 2 or Feiyu Tech Pocket	2		
10	Pocket Smart Phone Gimbal	DJI Osmo mobile or DJI OM 4 or Zhiyun Smooth 4	2		
11	External hard Drive	Portable SSD 2Tb drive (with transport case)	1		
12	Card Reader	ProGrade Digital CFexpress Type B&UHS-II SDXC Dual-Slot USB 3.2 Gen 2 Card Reader	1		
13	Camera And Laptop Backpack	Lowepro Pro Tactic BP 450 AW II Camera and Laptop Backpack (Black)	2		
14	Headphones	For camera - good quality	1		
Total Amount in USD					

N/B: Bidders should submit detailed technical specification and sample Photos in order to confirm conformity to the specification

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

Delivery lead time:

For Goods:

- Delivery Point: To be delivered in UNHCR Office in **Khartoum**
- Name of Vendor.....
- Address/Telephone No:
- Contact Person:
- Delivery time in days:
- Total Amount in Words
- Date:
- Signature:

2. RFQ 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, 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 **USD Only**

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 C**).

Please note that these terms and conditions (**attached with this RFQ**) will be strictly adhered to for the purpose of any future contract.

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.

3. RFQ Submission

We would appreciate receiving your quotation on or before **16 November 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 **[8] 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/2021/038**

-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 C) 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.

Ibrahima Drame
Supply Officer
UNHCR Representation Office in Khartoum



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

Annex A – Technical Specification

No	Item	Specification	Sample Photo	Quantity
1	LAPTOP	<ul style="list-style-type: none"> • MacBook Pro, 16 inches • CPU: M1 Pro or M1 Max • 32GB RAM. 1 TB storage 	<p>MacBook Pro</p> 	1
2	LAPTEL MIC	<ul style="list-style-type: none"> • Wireless (IRIG LAV or Sennheiser) or TASCAM micro set (transmitter+receiver) 		1
3	PROFESSIONAL CAMERAS	<ul style="list-style-type: none"> • EOS R5 Mirrorless, Digital Camera 		2
4	LENSES	<ul style="list-style-type: none"> • Canon 24-70mm f/2.8L II 		2
		<ul style="list-style-type: none"> • Canon 35mm f/1.4L II 		1
		<ul style="list-style-type: none"> • RF 70-200mm f/2.8L IS USM lens 		1
5	TRAVEL TRIPOD	<ul style="list-style-type: none"> • Peak Design Carbon Fiber Travel Tripod 		1
6	RODE VIDEO MIC	<ul style="list-style-type: none"> • Rode Video Mic Pro Camera-Mount Shotgun Microphone 		1

Annex A – Technical Specification

7	FLASH	<ul style="list-style-type: none"> Speed lite 600EX II-RT 		1
8	MEMORY	<ul style="list-style-type: none"> San Disk Extreme 128 GB 90 Mb/s (or faster) 		3
9	POCKET GIMBAL CAMERA	<ul style="list-style-type: none"> DJI Osmo Pocket or DJI Pocket 2 or Feiyu Tech Pocket 		1
10	POCKET SMARTPHONE GIMBAL	<ul style="list-style-type: none"> DJI Osmo mobile or DJI OM 4 or Zhiyun Smooth 4 		1
11	EXTERNAL HARD DRIVE	<ul style="list-style-type: none"> Portable SSD 2Tb drive (with transport case) 		1
12	CARD READER	<ul style="list-style-type: none"> ProGrade Digital CFexpress Type B&UHS-II SDXC Dual-Slot USB 3.2 Gen 2 Card Reader 		1
13	CAMERA AND LAPTOP BACKPACK	<ul style="list-style-type: none"> Lowepro Pro Tactic BP 450 AW II Camera and Laptop Backpack (Black) 		2
14	HEADPHONES	<ul style="list-style-type: none"> For camera - good quality 		1