**DATE: 22/02/2023**

**REQUEST FOR EXPRESSION OF INTEREST: No. EOI/01/2023/SUDAN**

**FOR THE SUPPLY OF COMMON​ ​GOODS​ ​AND​ ​SERVICES**

**CLOSING DATE AND TIME: 21/03/2023 – 23:59 Sudan local time**

**ANNEX B: SUPPLIERS RESPONSE FORM[[1]](#footnote-1)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| I hereby certify that I am an authorized signatory of the company mentioned below and I am, therefore, empowered to fill this vendor response form.

|  |  |
| --- | --- |
| Company name: |  |
| Company representative name: |  |
| Signature: |  |
| Name and title: |  |
| Date: |  |
| Stamp/Seal:  |  |

 |
| **EXPRESSION OF INTEREST TO SUPPLY THE ITEMS SELECTED BELOW TO UNHCR** **We are interested to supply the following item(s)(please tick as applicable):**

|  |  |
| --- | --- |
| 1. Stationery​ ​and​ ​office​ ​consumables.
 |  |
| 1. IT​ ​Supplies​ ​and​ ​consumables.
 |  |
| 1. Computer​ ​equipment & Mobile sales.
 |  |
| 1. Office IT equipment Maintenance (copiers, printers, PCs …etc.)
 |  |
| 1. Corporate​ ​items​ ​and​ ​promotional​ ​materials.
 |  |
| 1. Advertising,​ ​design​ ​and​ ​printing​ ​services.
 |  |
| 1. Photography, Designing, Film maker and producer and artwork
 |  |
| 1. Catering.
 |  |
| 1. Refreshments​ (tea, coffee, sugar, Juice, etc.…).
 |  |
| 1. Real-estate Service
 |  |
| 1. Air Travel Agents (Domestic)
 |  |
| 1. Food Items (Sorghum, Sugar, tea, lentils, oil…. etc.)
 |  |
| 1. Electrical Material, House equipment, & Generators
 |  |
| 1. Generators
 |  |
| 1. Construction Materials (Building, Electrical, Plumping …etc.)
 |  |
| 1. Building works, Maintenance & Facilities (office repairs, construction)
 |  |
| 1. WASH Equipment and Services.
 |  |
| 1. Drilling and hand pumps equipment
 |  |
| 1. Utensils & house kits.
 |  |
| 1. Goods Transportation (air cargo)
 |  |
| 1. Medical supplies/ Medicines transportation. Refrigerator trucks.
 |  |
| 1. Courier Services
 |  |
| 1. Health, security & Safety services.
 |  |
| 1. Translation services (consecutive, documents and interpretations).
 |  |
| 1. Nutrition, Medicine and medical equips.
 |  |
| 1. Computer Lab/ conference hall rent.
 |  |

 |
|  |  |  |  |  |

***Kindly provide documentation to confirm your previous experience and Capacity to deliver the goods and services of interest***

**DECLARATION OF ACCEPTANCE OF UNHCR GENERAL TERMS AND CONDITIONS**

After careful review of the UNHCR General Terms and Conditions included as Annex D to this Call for Expression of Interest,

I hereby confirm that my company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

accepts all the provisions under UNHCR General Terms and Conditions.

[Signature]

Name:

I declare on my word of honour that the information provided in this report is in all respects, to the best of my knowledge, factually true and correct. I am aware that any false declaration or misrepresentation of the information requested may lead to the exclusion of my company from this expression of interest.

|  |  |
| --- | --- |
| Company name: |  |
| Company representative name: |  |
| Signature: |  |
| Name and title: |  |
| Date: |  |
| Seal:   |  |

1. Do not change the format of this file. UNHCR item number should not be removed. [↑](#footnote-ref-1)