



# UNHCR

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

DATE: 23<sup>RD</sup> FEBRUARY 2023

REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2023/006

PROVISION OF OFFICE MAINTENANCE UNHCR REPRESENTATION OFFICE IN KHARTOUM

QUOTATION TO BE RECEIVED BY: 2<sup>ND</sup> MARCH 2023 - 15:00 HRS 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 **PROVISION OF OFFICE MAINTENANCE UNHCR REPRESENTATION OFFICE IN KHARTOUM** specified in the **Annex A** below as part of this Request for Quotation (RFQ).

## 1. REQUIREMENTS



1. **Installation & moving** of items as per below list (From Item 1 – Item 5).
2. **Supply** of item as per below.

### Annex A: Financial Offer:



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

No	Item description	Specifications	Picture	Unit	Qty	Unit Price	Total Price
1	Installation of LED Lights.  Inside office compound, includes pipes, gas and needed related, wires and switches  <b>Khartoum RO:</b>  1. Installation 8 lights on the north side of the perimeter wall.  2. Installation 6 lights on the south side of the perimeter wall.	LED 200 WATT		Each	20		

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	<p>3. Installation 6 lights in different locations within the office.</p> <p>Site survey is mandatory to allow you submit a correct quotation</p>					
2	<p>Moving outdoor AC unit 18000 BTU to the roof of the office.</p> <p>Inside office compound, includes pipes, gas and needed related, wires and switches</p> <p>Site survey is mandatory to allow you submit a correct quotation</p>	Outdoor AC unit 18000 BTU		Each	20	
3	<p>Moving outdoor AC unit 48000 BTU to the roof of the office.</p> <p>Inside office compound, includes pipes, gas and needed related, wires and switches</p>	Outdoor AC unit 48000 BTU		Each	2	



	<p>Site survey is mandatory to allow you submit a correct quotation.</p>					
4	<p>Supply and install concertina wire barrier over an existing fence.</p> <p>Imported, well welded, painted (anti rust) angle bar 2*2 in, 5mm thickness, well connected with the concertina wire.</p> <p><u>Supplier should submit the product sample prior to purchase.</u></p> <p>Site survey is mandatory to allow you submit a correct quotation</p>	Concertina wire		Meter		
5	<p>Repair concertina wire barrier over an existing fence.</p> <p>Imported, well welded, painted (anti rust) angle bar 2*2 in, 5mm thickness, well</p>	Concertina wire		Meter	5	

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<p>connected with the concertina wire.</p> <p><u>Supplier should submit the product sample prior to purchase.</u></p> <p>Site survey is mandatory to allow you submit a correct quotation</p>						
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**N/B: Kindly attached sample photos for each item you will supply with detailed specification for UNHCR to make informed decision.**  
**Please make sure you visit the Representation office to do a survey and to study well the job so you can quote.**

**Delivery lead time:**

**Please fill in below lines:**

Delivery Point: To be delivered in UNHCR Representation Office in Khartoum

Name of Vendor.....

Address/Telephone No: .....

Contact Person: .....

Delivery time in days: .....

Total Amount in Words: .....

Offer Validity Period: .....

Date: .....

Signature: .....

**2. RFQ DOCUMENTS-ANNEXES.**

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

Annex A: Financial Offer

Annex B: Vendor Registration Form

Annex C: 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.

**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 B**).

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

### 3. CLARIFICATIONS

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to [SUDKH-SU@unhcr.org](mailto:SUDKH-SU@unhcr.org) & copy [sulimamo@unhcr.org](mailto:sulimamo@unhcr.org). The deadline for receipt of questions is 2<sup>nd</sup> March 2023 15:00 HRS Sudan Standard Time. Bidders are requested to keep all questions concise.

### 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 on or before **2<sup>nd</sup> March 2023, 15:00 HRS Sudan Standard Time** by return only to email: [sudkh-su@unhcr.org](mailto:sudkh-su@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 Number: **RFQ/HCR/ROK/2023/005**
- 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.

Thank you for your kind attention.

Ibrahima Drame

Supply Officer

**UNHCR Representation Office in Khartoum**

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27/2/2023

