



UNHCR

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

DATE: 23 Feb 2023

REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2023/07

PROVISION OF EVENT FACILITATION SERVICES

QUOTATION TO BE RECEIVED BY: 28 February 2023 – 16:00:00HRS 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 **Event Facilitation Services (UNHCR Retreat)** 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 : Terms of Reference

2. RFQ DOCUMENTS-ANNEXES.

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

Annex A : Terms of Reference

Annex B: Financial Offer

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.

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 (**Annex D**) 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. The deadline for receipt of questions is 26 February 2023 , 16:00 HRS Sudan Standard Time. Bidders are requested to keep all questions concise.

4. YOUR OFFER

Your Offer shall be prepared in English.

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

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 **28 February 2023, 16:00 HRS Sudan Standard Time** by return only to email: sudkh-su@unhcr.org.

IMPORTANT:

Bidders should submit their technical and Financial proposal in response to the Terms of Reference

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **10 Mb** so it may be necessary to send more than one e-mail for the whole submission.

AWARD OF PURCHASE ORDER :

The award of this Contract/Purchase Order will be based on the lowest technically qualified basis.

Please indicate in the e-mail subject field:

- RFQ Number: **RFQ/HCR/ROK/2023/07**
- 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




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



ANNEX A- Terms of Reference for the Programme/Project Control facilitation Services for UNHCR Representation in Sudan

6-7 March 2023

Theme: Programming for Protection and Solutions

INTRODUCTION

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950, by the United Nations General Assembly. The agency is mandated to lead and coordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has the mandate to help stateless people. The organization is dedicated to saving lives, protecting rights, and building a better future for refugees, forcibly displaced communities, and stateless people. By end of 2021, a total of 89.3 million people were forcibly displaced worldwide as a result of persecution, conflict, violence, human rights violations, or events seriously disturbing public order.

CONTEXT

Programme and Project Control Units perform very important and crucial functions in the management and delivery of UNHCR Sudan's programs; encompassing planning and designing of programs for the people we serve, as well as ensuring compliance to the standards and rules. The units constitute a total of 42 staff domiciled in all locations of the operation. It's a diverse team that requires deliberate unity of purpose for UNHCR Sudan to continue delivering on its expected deliverables.

PURPOSE AND SCOPE

The theme for this year's Programme/Project Control retreat is Programming for Protection and Solutions.

The key objectives of this retreat are as follows:

- To enhance Accountability, Roles, and Responsibilities in the context of decentralization.
- To improve on Communication and Coordination
- To foster Information Sharing
- Teambuilding for an energized team

ACTIVITIES / DELIVERABLES

Therefore, we are looking for a very reputable entity to manage the retreat by doing the following:

- Develop the concept for the retreat in close liaison with UNHCR Programme Unit.

- Provide a detailed guide to the facilitators on how to achieve the state objectives above.
- Develop pre-workshop facilitation techniques.
- Profile the needs of the participants through interactive sessions.
- Set the scene for each of the 2 days.
- Develop ground rules for the retreat
- Devise a focused agenda for the retreat
- After the retreat, evaluate its impact and provide a report.
- Get feedback from the participants.

DURATION AND MANAGEMENT

The duration of the service is two (2) days from 6-7th March 2023 under the supervision of Assistant Representative (Programme).

TECHNICAL EVALUATION CRITERIA

1. Company Legal Registration in Sudan (PASS/FAIL)
2. Company Profile (PASS/FAIL)
3. Understanding of the requirement (PASS/FAIL)
4. List of past similar services (PASS/FAIL)
5. Methodology approach (PASS/FAIL)

ANNEX B**FINANCIAL PROPOSAL FORM FOR THE PROVISION OF EVENT FACILITATION SERVICES****RFQ/HCR/ROK/2023/07**

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

BIDDERS-NAME:

S.No	Description	Unit	Unit Price (USD)
1	Full package Fees for services as per Annex A - TOR	LOT	

Delivery Date required by UNHCR: 06 to 07 March 2023

Proposed Delivery Date:

Validity of the offer:

PRICE QUOTED MUST BE EXCLUSIVE OF VAT

DATE: _____

NAME: _____

SIGNATURE: _____

IN THE CAPACITY OF: _____

DULY AUTHORIZED TO
SIGN BID FOR AND ON BEHALF OF: _____

OFFICIAL STAMP: