

DATE: 12/03/2023

REQUEST FOR QUOTATION No: UNHCR/SDNELF/SUP/RFQ/2023/004

For the Supply & Delivery (Water Trucking) of 11,520 Drums of Potable Water for General Use for UNHCR El Fasher Office and the Guesthouse, North Darfur

QUOTATION TO BE RECEIVED ON OR BEFORE: 22/03/2023 by 23:59 Sudan 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 & Delivery (Water Trucking) of 11,520 Drums of Potable Water for General Use for UNHCR El Fasher office and the Guesthouse** (Premises) as specified in (Annex A) and attached to this Request for Quotation (RFQ).

1. REQUIREMENTS

For the Supply & Delivery (Water Trucking) of 11,520 Drums of Potable Water for General Use for UNHCR El Fasher office and the Guesthouse as per the attached specification Annex A.

The following annexes are integral part of this RFQ:

- Annex A: UNHCR's General Conditions of Contracts for the Provision of Goods.
- Annex B: Financial Proposal with the Specifications (**To be completed and submitted**)
- Annex C: Vendor Registration Form (**To be filled, stamped, and submitted**)

2. Technical Requirements:

- The Goods (Water) you are offering must be as per the mentioned specifications.
- Delivery Point: DAP UNHCR El Fasher Office and the guesthouse, North Darfur.
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Description of Goods

No	Descriptions	Specifications	Unit	QTY
1	Supply & Delivery (Water Trucking) of 11,520 Drums of Potable Water for General Use for UNHCR El Fasher Office and the Guesthouse, North Darfur	Pure Water, Potable, no odor, no color, no salt, safe for general use (Cooking, Washing, bathing etc.) to be delivered into UNHCR premises in El Fasher for period of 12 months.	Drums of 200 litres capacity)	11,520

3. **Delivery lead time:** Please clearly mention your readiness to delivery (**On request**) and after purchase order is placed.

4. **Financial Offer:** Please submit your price offer, using the financial form (**Annex B**). Your offer must be in **SDG or USD**. Your prices must be inclusive offer all costs including, production, labour, overhead, exchange rates and other risks, transportation up to el Fasher. UNHCR shall not accept any requests for additional payments after reception of your offer. **Please Ensure that your financial offer does not have cancelations or corrective fluid on it. Any offer with corrective fluid may be disqualified.**

- **UNHCR is Tax exempted, in this regard, price has to be given without VAT**

5. **Evaluation Criteria:** Your offer will be evaluated based on the following Pass/Fail criteria:
a. Registration of Business. Please provide your business registration certificate and registration with Tax authority. (Pass/Fail)

- b. At least 03 years in the relevant business to be confirmed from the date of registration. (Pass/Fail)
- c. Offered goods/services substantially conform to the requested specifications and quality standards. (Pass/Fail).
- d. Capacity to deliver water within 06 hours of notification. (Pass/Fail).

6. **Award Criteria:** The lowest priced, substantially compliant offer will be recommended for award of contract.

Your quotation must be valid for at least 30 calendar days. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached ANNEX-A the UNHCR's General Conditions of Contracts for goods and services. You must clearly indicate in your quotation if you accept them.

7. **RFQ Submission:** We would appreciate receiving your quotation on or before **22 March 2023 at 23:59 Sudan Time by one of the following ways:**

7.1. By e-mail in an attached PDF format to sudefrfq@unhcr.org with **UNHCR/SDNELF/SUP/RFQ/2023/004** in the subject line.

Or

7.2. In a sealed envelope addressed to:
Supply Unit, UNHCR El Fasher Sub-Office
El Fasher, North Darfur
On the envelope, please mention the following mention:

RFQ UNHCR/SDELF/SUP/RFQ/2023/004 For the Supply & Delivery (Water Trucking) of 11,520 Drums of Potable Water for General Use for UNHCR El Fasher Office and the Guesthouse

Name of your firm (Mandatory)

C/o - Supply Unit

Please, ensure to use the format provided (annex B) and that your calculations of unit and total prices are accurate.

Thank you for your kind attention.



Procurement Officer, UNHCR Darfur, Sudan