

DATE: 28 March 2023

REQUEST FOR QUOTATION: [No. KSO/ SC/RFQ/23/002]

Procurement for provision of construction services for UNHCR Girba office- Sudan

QUOTATION TO BE RECEIVED BY: 03 April 2023 by 15:00Hrs.

INTRODUCTION TO UNHCR

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 co-ordinate 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 a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 34 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

1. REQUIREMENTS

UNHCR Sub-office Kassala would like to award a contract for services and to receive firm offers from duly registered local companies in Sudan. The required construction services should be as per the specification given in Annex A and Annex B.

- Requirement: Construction services at UNHCR Girba Office
- Quantities: As specified in Annex A
- Delivery: Specified location
- Delivery Period: To be determined by the company

Find below a detailed specification in (ANNEX A) about the list of locations need fumigation. Your offer shall be prepared in English. In case of error in the total, UNIT price will be considered for calculation.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration. Your offer should be exclusive of all direct taxes and duties. A vendor should provide the rates for the whole requirement in Annex A.

- Currency: SGD / USD
- Unit Cost: SGD / USD without VAT
- Cost of Services: SDG / USD

The following annexes form integral part of this request for quotation:

Annex A: Detailed Specification and Financial Offer Form

Annex B: Vendor Registration Form (June 2018 version)

Annex C: UNHCR General Terms and Conditions for Provision of services (July 2018 version)

Annex D: General condition of contract for civil work

Annex E Supplier code of conduct

2. RFQ Submission

We would appreciate receiving your quotation on or before **03 April 2023 by 15:00 hrs.** The quotes must be accompanied by the below-mentioned documents.

1. Company registration certificate
2. Acceptance of UNHCR general conditions for the provision of Goods (July – 2018)
3. Tax registration certificate
4. Duly filled UNHCR vendor registration form. If you are a registered vendor with UNHCR, just provide the UNHCR vendor registration ID.

Your offer/quotation must be duly signed and stamped with date sent via email or by courier or hand on the given email and physical addresses on or before the closing date and time:

**SUPPLY CHAIN UNIT,
UNHCR Sub Office Kassala**
Modfaya Area,
Wali Street, Plot # 231
Kassala- Sudan

To: Email address: sudkasupplyunit@unhcr.org.

IMPORTANT: Quotations that are otherwise addressed and/or copied or sent to other addresses or individuals other than the above-mentioned dedicated UNHCR Supply Unit or unless otherwise advised, will be marked invalid and not considered for evaluation.

QUOTATION TO BE RECEIVED BY: 03 April 2023

The standard payment terms of UNHCR are net **30** days upon satisfactory delivery of goods and acceptance thereof by UNHCR.

Please find attached in ANNEX C, the UNHCR's General Conditions of Contracts for the purchase of goods–July 2018. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Taha Ibrahim Abdalla
Assistant Supply Officer
UNHCR Sub Office Kassala



ANNEX A– SPECIFICATION & PRICE PROPOSAL FORM
REQUEST FOR QUOTAITON: No. KSO/ SC/RFQ/23/002

QUOTATION TO BE RECEIVED BY: 03 April 2023 by 1500Hrs.

Provision of construction services for UNHCR office in in Girba office– Sudan

Payment terms: Acceptance of UN payment terms (i.e. 30 days net from receipt of documents) and please click YES or NO

I undertake, if our quotation is accepted, to ensure the provision of construction services in accordance with the required specification, quality, financial offer, and term of reference Annex B as specified in the bidding document.

I agree to abide by this quote for a period of **90 days** from the date fixed for the opening of the quotes in the request for quotation (RFQ) document, and it shall remain binding upon us and may be accepted at any time before the expiration of the period.

The undersigned hereby accepts the UNHCR General Terms and Conditions for the provision of Goods, including UNHCR payment terms as specified in this RFQ.

Price proposal					
No.	Description	Unit	Qty	Unit price SDG/USD	Total Amount SDG/USD
1	MOBILIZATION				
1.1	Mobilization of labor, mobile workshop to be used for fixing maintaining, and repairing of any kind of work such as steel, carpentry ...etc.	Job	1		
2	SITE CLEARANCE				
2.1	Clearing the site after completing the whole Job and before handover.	Job	1		
3	ALUMINUM WORKS:				
3.1	Supply and install doors from PVC (100*215) cm with all accessories and connections it needed	Number	6		
3.2	Supply and install doors from PVC (80*215) cm with all accessories and connections it needed	Number	3		
3.3	Supply and install Chinese door (100*215) cm with all accessories and connections it needed	Number	1		
3.4	Supply and install windows from PVC (150*120) cm, with suitable metal grills. with all accessories and connections, it needed	Number	7		
3.5	Supply and install one window (0.6*100) cm, with a suitable metal grill. With all accessories and connections, it needed	Number	2		
3.6	supply and installation of the kitchen from high-class turkey with all accessories like Spanish marble and kitchen sink two eyes and connection it needed	ML	12		
4	WATERPROOFING WORKS:				
4.1	supply and implementation of waterproofing for a concrete roof with the cleanliness of the roof until reaching a clean empty surface and implementation (wazra) from cement mortar. All materials should be approved by the engineer.	M2	230		

4.2	Supply and implementation of a layer of cement mortar with a mixing ratio of 1:6, with taking into account the sloping	M2	230		
5	TILES WORKS:				
5.1	Remove the old layer from Khafaga and clean the ground very well and transfer of rubble off-site.	Job	1		
5.2	Provide and install floor tiles 40*40 cm salomi or equivalent in quality. With C/S mortar 1:8, for external terrace floor rate include all related works	M2	110		
6	STAIRS WORKS:				
6.1	Provide and install Spanish marble for stair steps with removal of the old marble	Number	23		
6.2	Supply and install Hand Railing for stairs with all accessories and connection it needed	ML	7		
7	Gypsum Works:				
7.1	provide and install Kranish from gypsum for the internal room	ML	110		
7.2	provide and install circle gypsum around fans and roof lamps (bahra)	Number	27		
8	FURNITURE WORK:				
8.1	supply and provide wooden tables with high quality (see the photo)	Number	6		
8.2	supply and provide wooden chairs with high quality (see the photo)	Number	24		
The total amount in SDG/USD					
The total amount in word				
Total days for completion of the project					

Name of Bidder: _____ Designation: _____

Telephone No _____ Email Address: _____

Company Name: _____

Company Address: _____

Authorized Signature: _____ Company Stamp: _____

Date: _____