

DATE: 04/04/2023

**REQUEST FOR QUOTATION No:23/UNHCR/SDNELF/SUP/RFQ/005**

**Protection Works for Office Container and Guesthouse Prefabs in UNHCR EI  
FASHER OFFICE, North Darfur**

**QUOTATION TO BE RECEIVED ON OR BEFORE: 17/04/2023 by 23:59 Sudan Time**

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sudan requests your price offer for the following works also illustrated in Annex B – drawings also and described in Annex C – BOQ and financial offer.

The following annexes are integral part of this RFQ:

- Annex A: UNHCR's General Conditions of Contracts for the Provision of Civil Works -2018.
- Annex B: Drawing for the Protection Works for Office Container and Guesthouse Prefabs
- Annex C BOQ & Financial offer form (**to be completed and submitted**)
- Annex D: Vendor registration Form

1. **Technical Requirements:** Technical details of our requirements are in annex B. The works you are providing must meet the requirements.
2. **Delivery Point:** DAP **UNHCR EL Fasher Office and Guest House.**
3. **Delivery lead time:** Please clearly mention your delivery lead time and submit implementation plan, preferably in Gantt Chart. (**Max 30 Days**).
4. **Financial Offer:** Please submit your price offer, using the financial form (**Annex C**). Your offer can be in **USD or SDG** for financial evaluation purposes only offers in **other currencies** shall be converted to **USD** using the official UN exchange rate. Your prices must be inclusive of costs like production, overhead, exchange rates and other risks, transportation up to **EI 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 shall be disqualified.**

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

5. **Award Criteria:**

- The lowest priced, substantially compliant offer will be recommended for a contract award.

Evaluation of offers will be undertaken based on the following Pass/Fail criteria:

- a. Bidding company should be registered as business with relevant government authorities and with relevant technical bodies for civil works. Certificates of registration should be submitted with the offer.

- b. Bidding company has implemented at least three similar projects. Please submit details of similar projects with names of focal point of clients. UNHR reserves the right to conduct a reference check of the mentioned projects.
- c. Conformance of specifications / quality standards of offered products with the required items as mentioned in Annex-B. For any alternate products, the bidder must clearly demonstrate equivalence to the required items and UNHCR will have the final right of acceptance or otherwise of the alternate items.
- d. Bidding company should be financially sound. Please submit your audited Financial Statements (Project and Loss and Balance Sheet for 03 years).
- e. Acceptability of the implementation plan. Please submit implementation plan, preferably a Gantt chart.
- f. The bidder confirms to use Material Approval Sheet (MAS) and Request For Inspection (RFI) formats after handover of the site to contractor, if selected for award.
- g. Availability of qualified site engineer for the project. Please submit a brief CV with academic qualifications of the proposed engineer

Please note the following important information:

- Your quotation must be valid for at least 60 calendar days. The standard payment terms of UNHCR are net 30 days upon satisfactory delivery of goods, services or works and acceptance thereof by UNHCR.
- The bidder supervisor engineer must be at site during all works activities. Please submit a confirmation to this effect.
- The material approval sheet (MAS) must be approved & signed by UNHCR engineer for all materials prior delivery at site.
- The request for inspection (RFI) must be approved and signed by UNHCR engineer prior starting the next activity.
- Detailed time frame, work schedule must be submitted after handing over the site and shall not exceed the specified delivery time proposed by the bidder in the RFQ.
- Financial capacity proof to complete the works

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

## **6. Pre-submission Inspection Visits**

Interested contractors are strongly advised to visit the UNHCR office on Thursday 4 April 2023 at 10:00AM prompt. Bidders willing to attend call +249912363507 to book.

7. **RFQ Submission:** We would appreciate receiving your quotation on or before **17/04/2023 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](mailto:sudefrfq@unhcr.org) with **RFQ 23/UNHCR/SDNELF/SUP/RFQ/005** in the subject line

**Or**

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 23/UNHCR/SDNELF/SUP/RFQ/005**

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.

Please indicate in the e-mail subject field:

Thank you for your kind attention.



April 04, 2023

Supply Chain UNHCR Darfur Sudan