



UNHCR

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

DATE: 26 MAY 2023

REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2023/040 E

PROVISION OF TRANSPORTATION SERVICE TO UNHCR.

QUOTATION TO BE RECEIVED BY: 29 MAY 2023 -10:00AM 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 provision of Transportation Service for UNHCR Containers as 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: Financial Offer form

Description	Truck Capacity	Number of Required Trucks	Unit Cost USD	Total Amount USD
Transport of Non-Food Items specified on the below table From Khartoum to Kassala	50MT/ or	22 50MT or		
	25MT	44 25MT		
Transport of Non-Food Items specified on the below table From Khartoum to Gadaref	50MT/ or	10 50MT or		
	25MT	20 25MT		
Transport of Non-Food Items specified on the below table From Garee Free Zone to Gadaref	50MT/ or	10 50MT or		
	25MT	20 25MT		
Transport of Non-Food Items specified on the below table From Elobied to Kosti	50MT/ or	46 50MT or		
	25MT	92 25MT		
Total USD				

Notes:

- All carrier truck to be of valid license for 2023.
- All carrier truck to be with comprehensive insurance for 2023.
- Ensuring that the load is secure, and the service meets safety standards and weight restrictions.
- Loading & offloading are not the responsibility of the transporter.
- Truck capacity to be either 50MT or 25MT.

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

- Please check below table for the items going to be transported. Full details will be shared with the supplier award the contract.

Blankets	Kitchen Sets
Plastic Sheets	Sleeping Mats
Plastic Rolls	Solar Lamps
Buckets	Mosquito Nets
Jerry Cans	Soap
Tents	Sanitary Napkins
Women Underwear	

In case of the movement of the items from Khartoum, El Obeid and GARRI, Security movement will be escorted by UN in collaboration with UNHCR Security department

FOR SERVICES:

- Name of Vendor.....
- Address/Telephone No:
- Contact Person:
- Delivery time in days:
- Total Amount in Words
- Date:
- Signature:

2. RFQ DOCUMENTS-ANNEXES.

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

Annex A: Financial Offer Form

Annex B: Vendor Registration Form

Annex C: UNHCR General Conditions of Contracts for the Provision of Goods and Services - July 2018

Annex D: 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 may consider the payment method due to the current situation in Sudan.

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 (**attached with this RFQ**) will be strictly adhered to for the purpose of any future contract.

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.

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

3. RFQ Submission

We would appreciate receiving your quotation on or before **29th May 2023, 10:00 AM Sudan Standard Time** by return only to email: sudkh-su@unhcr.org & Copy Sulimamo@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 **[8] 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/2023/040 E**
- 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.

Please find attached in (ANNEX C) the UNHCR's General Conditions of Contracts for the Provision of Goods and/or Services-Rev July 2018. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Ibrahima Drame
Supply Officer
UNHCR Representation Office in Khartoum

