



UNHCR

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

DATE: 11 July 2023

REQUEST FOR QUOTATION: NO. RFQ/HCR/KRT/SUP/2023/001

**SUPPLY, DELIVERY AND INSTALLTION OF FURNITURE TO THE UNHCR OFFICES
IN WADMADANI EL GAZIRA STATE, SUDAN**

QUOTATION TO BE RECEIVED BY: 23 July 2023 – 15:00 HRS

The Office of the United Nations High Commissioner for Refugees (UNHCR) established on December 14, 1950, by the United Nations General Assembly¹, requests your price quotation for Supply, delivery, and installation of Furniture to the UNHCR Wadmadani, Sudan.

1. REQUIREMENT:

As per **Annex A:** Financial Offer and **Annex B:** Technical specification.

2. RFQ DOCUMENTS-ANNEXES:

The followings Annexes are integral part of this RFQ:

- Annex A: Financial Offer
- Annex B: Technical specifications
- Annex C: UNHCR General Conditions of Contracts for provision of Goods and services
- Annex D: UN 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, Wadmadani 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

3. ACKNOWLEDGMENT:

¹ For further information on UNHCR, please see <http://www.unhcr.org>

We would appreciate your informing us of the receipt of this RFQ by return email to sudkdst@unhcr.org As to:

- Your confirmation of receipt of this RFQ
- Whether or not you will be submitting a bid

4. **CLARIFICATIONS:**

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to sudkdst@unhcr.org The deadline for receipt of questions is 15 July 2023 15:00 HRS Sudan Standard Time. Bidders are requested to keep all questions concise.

5. **YOUR OFFER**

Your Offer shall be prepared in English.

Please submit your offer using the submission all **templates provided**. It should conform to the requirements and contain all information required. Your offer should consist of the following **signed and stamped** documents:

- This RFQ document
- Annex A: Financial Offer
- Annex B: Technical specifications

Please fill in below lines:

Name of the vendor:.....

Address/telephone No:.....

Email adress:.....

Contact person/ title:.....

Delivery lead time in days.....

Delivery term;

Delivery location:

Total amount without VAT (**Indicate USD or SDG**):.....

Total amount in words:.....

Offer validity period:.....

Indicate that you accept UNHCR general conditions of contracts for provision of goods and services/
UN code of conduct:.....

Date:.....

Signature & Stamp:.....

6. **RFQ SUBMISSION**



We would appreciate receiving your quotation on or before **23 July 2023, 15:00 HRS Sudan Standard Time** by return to email: sudkdst@unhcr.org OR by hand delivery to the following address Imperial Hotel, South Hantwyb Bridge, Wadmadani, Jazira state, Sudan from 8:00 Am to 15:00 Pm

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.

Please indicate in the e-mail subject field:

-RFQ Number: RFQ/HCR/KRT/SUP/2023/001 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.

Nasir Khan
Head of Office

Annex A: Financial Offer

After you go through this RFQ document, please fill the financial and the formal information below (without VAT):

Item	Description	Unit	Specification	Quantity	Unit Price USD OR SDG	Total Amount DAP Kharasna
1	File cabinets (metallic, lockable	Each	As per Annex B (item 1)	2		
2	High quality office chairs	Each	As per Annex B (item 2)	28		
3	Desks Office Dimensions: length 160 cm * width 70 (+ extension)	Each	As per Annex B (item 3)	16		
4	Comfortable and high-quality office tables/modern Dimensions: length 120 cm * width 70	Each	As per Annex B (item 4)	10		
5	One executive desk and chair	Sets	As per Annex B (item 5)	1		
6	Visitor Chairs	Each	As per Annex B (item 6)	20		
7	Round Meeting table with 4 chairs	Each	As per Annex B (item 7)	4		
8	Sets of Coffee table	Sets	As per Annex B (item 08)	5		
9	safe	Each	As per Annex B (item 9)	1		
10	Spring Mattress	Each	As per Annex B (item 10)	12		
11	Bed	Each	As per Annex B (item 11)	12		
12	Dining table with 6 chairs	Sets	As per Annex B (item 12)	3		
13	Conference table	Each	As per Annex B (item 13)	2		
14	Wardrobe wooden	Each	As per Annex B (item 14)	10		
15	Bedside table wooden	Each	As per Annex B (item 15)	4		

16	Pillow	Each	As per Annex B (item 16)	20		
17	Reception desk	Each	As per Annex B (item 17)	1		
18	Sofa sets (Three seaters + Two seaters sofa + 1 Chair)	Sets	As per Annex B (item 18)	3		
19	Sofa sets (Two seaters sofa + 1 Chair)	Sets	As per Annex B (item 19)	1		
20	Sofa sets Three seaters + two seaters + 2 chairs	Sets	As per Annex B (item 20)	3		
21	Wooden File shelves with doors	Each	As per Annex B (item 21)	8		
22	Cabinets (metallic, lockable	Each	As per Annex B (item 22)	6		
23	Garden chairs and tables	Sets	As per Annex B (item 23)	1		
24	Coat Racks	Each	As per Annex B (item 24)	11		
Total Amount (indicate USD or SDG)						

Delivery term: **Delivery at Place (DAP)**

Delivery location: **UNHCR Offices in Wadmdani**

Delivery lead time: **Maximum 15 days upon receiving the purchase order**

DATE: -----

NAME: -----

SIGNATURE: -----

COMPANY NAME: -----

MOBILE: -----

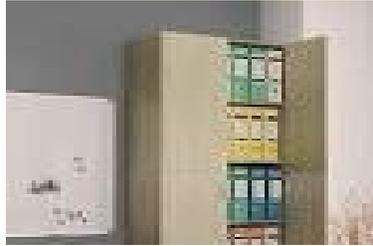
OFFICAL STAMP: -----

Annex B: Technical Specifications

Item	Description	Specification	Sample
1	Filing cabinets	<ul style="list-style-type: none"> - Two doors - lockable with 4 shelves - Material: metal - Color: Gray - Height 160 cm - Width 80 cm - Depth 40 cm <p>Provide photo of your offer</p>	
2	High quality office chairs	<p>Revolving chair - ergonomics</p> <ul style="list-style-type: none"> - Type: mesh - Multi adjustable back - Stainless steel chrome based - Adjustable arms-rest made of soft plastic - Adjustable height - Tilt control mechanism - Heavy duty nylon base with dual wheel and adjustable hydraulic system - Multiblock Knee <p>Provide photo of your offer</p>	
3	Comfortable and high-quality office tables/modern office tables.	<p>Dimensions: length 160 cm * width 70 (+ extension)</p> <ul style="list-style-type: none"> - Powdered coated metal legs + small moving lockable drawers - Material; MSDF or shipboard wood - Color: Gray 	
4	Comfortable and high-quality office tables/modern office tables.	<p>Dimensions: length 120 cm * width 70</p> <ul style="list-style-type: none"> - Powdered coated metal legs + small moving lockable drawers - Material; MSDF or shipboard wood - Color: Gray <p>Provide photo of your offer</p>	
5	One executive desk and chair	<p>3 pieces. Wood. Desk: 89 x 189 x 75 cm. Drawers: 40 x 51 x 47 cm. Side desk: 118 x 39 x 64 cm. Color: brown or coffee brown</p> <p>Provide photo of your offer</p>	

6	Visitor Chairs	Meeting chairs with medium high back and arm rests, black colour covered in soft, durable plush vinyl, with PVC armrests.as per sample below or equivalent Provide photo of your offer	
7	Round Meeting table with 4 chairs	Conference Table of size 1050mm dia made of 25mm thick pre-laminated board TOP with 2mm thick PVC edge bindings, stood on 18mm thick structure of gable with 4 chairs Provide photo of your offer	
8	Sets Of Coffee table	Sets of three Pcs coffee table Compressed wood. Colors: gray Provide photo of your offer	
9	Safe	Fire Resistant Key and Electronic Lock, Size: 90 x 70 x 60(cm) Good brand Provide photo of your offer	
10	Spring Mattress	Spring Mattress width 120 CM, Super deluxe 22cm height spring type, Super deluxe 22cm height spring type	
11	Bed	Single bed headboard and foot board 120X200 cm, head wood. Steel frame and legs Color brown. Curved headboard. Thick legs. Adjustable height. Provide photo of your offer	
12	Dining table with 6 chairs	Number of seaters: 6 - Material: Standard natural wood - Melamine coating or equivalent - Table dimension: at least length 140 cm * width 70 cm - Modern design Provide photo of your offer	

13	Conference table	<p>Providing of conference table for 30 people. The work includes 32mm thick block board top with century steamed Beech 312, other part 19mm Block board with both side century. teak veneer and melamine matt finish with Aluminium leg, grey color</p> <p>Provide photo of your offer</p>	
14	Wardrobe wooden	<p>Wardrobe with Mirror, MDF 3 doors, Compressed wood, 3 sides, 1 medium. 195 x 120 x 49 cm. Mirror, 1 hanger (76 cm). Colors: brown</p> <p>Provide photo of your offer</p>	
15	Side or corner Table MDF	<p>MDF wood, 2 drawers. 47 x 40 x 45 cm. Colors: brown</p> <p>Provide photo of your offer</p>	
16	Pillow	<p>The Perfect Pillow Supports Your Head and Spine Well. ... Its Material Has Cooling Properties. ... The Material Is Hypoallergenic. ... A Perfect Pillow Is Easy to Clean. ...</p>	
17	Reception desk	<p>Reception Counter Desk with Lockable Storage Drawers, for Salon Reception Room Checkout Office, Natural (55.1" L x 23.6" W)</p> <p>Provide photo of your offer</p>	
18	Sofa sets	<p>Sofa sets (Three seaters + Two seaters sofa + 1 Chair) high quality</p> <p>Provide photo of your offer</p>	
19	Sofa sets	<p>Sofa sets (Two seaters sofa + 1 Chair)</p> <p>Provide photo of your offer</p>	

20	Sofa Sets	<p>Sofa, 3 seats, sofa chairs set of 2 leather or fabric of high quality</p> <p>Provide photo of your offer</p>	
21	Wooden File shelves with doors	<p>Two doors Wooden 4 shelves</p> <ul style="list-style-type: none"> - lockable - Material: wood - Color: Gray - Height 160 cm - Width 80 cm - Depth 40 cm <p>Provide photo of your offer</p> <p>Provide photo of your offer</p>	
22	Cabinets (metallic, lockable)	<p>Lockable white metal 4 drawer card box file cabinet/hot sale four drawer lateral steel filing cabinets</p> <p>H1320*W460*D600mm</p> <p>Provide photo of your offer</p>	
23	Garden chairs and tables	<p>Garden patio furniture modern outdoor aluminum brushed plywood dining set</p> <p>Table with 6 chairs</p> <p>Provide photo of your offer</p>	
24	Coat Racks	<p>coat stand, 169 cm · BONDSKÅRET Hat and coat stand, 175 cm</p>	