



**UNHCR**

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

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**DATE: 28 JULY 2023**

**REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2023/044**

**PROVISION OF TRANSPORTATION SERVICE TO UNHCR.**

**QUOTATION TO BE RECEIVED BY: 2<sup>ND</sup> AUGUST 2023 -15:00 HRS SUDAN STANDARD TIME**

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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 as specified in the **Annex A** below as part of this Request for Quotation (RFQ).

**1. REQUIREMENTS**

UNHCR Warehouse in Kosti/Sudan is storing humanitarian core relief items, medicines, medical equipment, shelter, and non-food items to deliver to Darfur states namely El Fasher, Ed Daein and Nyala as well as to other locations to support ongoing emergency response.

UNHCR would like to nominate transporters to move above mentioned humanitarian items from Kosti Warehouse to Darfur States of El Fasher, Nyala and Ed Daein and looking for competent service providers to provide their quotations within the defined deadline.

Please include the following price information in your quotation (without VAT). UNHCR has tax and duty exemption status.

**Currency:** Please provide your offer as USD and all-inclusive price covering all expected additional charges from point of origin to final destination as listed in Annex-A Financial Offer Form.

**Duration and/or Frequency of Services:** UNHCR is planning to participate to joint humanitarian convoy arranged by United Nations Office for Coordination (OCHA) every Tuesday to move items from Kosti to listed Darfur States. Number of trucks needed will be dependent on the available items and pipeline arrivals on a weekly basis. UNHCR will let selected supplier to know enough time in advance for the movements.

**Please also note that all trucks need to have valid license for 2023 as well as comprehensive insurance for 2023.** Selected supplier needs to be ensured that the load is secure, and the service meets safety standards and weight restrictions. Full details of items that will be loaded will be shared with the selected supplier before each movement.

**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 (Only for vendors that have not already registered with UNHCR)

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

Annex D: UN Supplier code of conduct

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

**BID VALIDITY:** You are requested to hold your offer valid for **30 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, El Fasher 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 to be out Sudan 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.

### **3. RFQ Submission.**

We would appreciate receiving your quotation on or before **2<sup>nd</sup> August 2023,15:00 HRS Sudan Standard Time** by return only to email: [sudkh-su@unhcr.org](mailto:sudkh-su@unhcr.org) & Copy [Sulimamo@unhcr.org](mailto: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/2023/044**
- 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.

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

Thank you for your kind attention.

**Erkut Kostak**  
**Supply Officer**  
**Field Operations Sudan, El Fasher**

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