



# UNHCR

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

**DATE: 30 Nov 2020**

**REQUEST FOR QUOTATION: No. 20/HCR/SDNELG/FO/RFQ/011**

**Spare parts and lubricants**

**QUOTATION TO BE RECEIVED BY: 10/12/2020 4:30 HRS**

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly<sup>1</sup>, requests your price quotation for Cleaning Items for El Geneina offices , as specified in this Request for Quotation (see Annex A-B for the specifications).

## **1. Requirements:**

**Description (Annex A): spare parts and lubricants**

**Quantity / Specification: spare parts and lubricants (as per Annex: A)**

- **Delivery lead time:** Immediately (within (7) Calendar days upon order placement)
- **Delivery Place:** UNHCR El Khartoum office, Ahmed Kheir Street, Khartoum 2, North of Farooq Cemetery , Sudan.

## **Important:**

- Please include the price information in your quote (without VAT) – by completing and signing attached **Annex B (Financial Offer Form)**.
- Currency: United states Dollars (**USD**)
- Your quotation must be valid at least for **15 days**.
- The standard payment terms of UNHCR is net 30 days upon satisfactory completion of the services and acceptance thereof by UNHCR.
- Please note that UNHCR has tax and duty **exemption** status.

## **2. RFQ Offer Submission**

We would appreciate receiving your quotation on or before **10/12/2020 – 4:30hrs** by email to [bharadin@unhcr.org](mailto:bharadin@unhcr.org) or [SUDEFSUP@unhcr.org](mailto:SUDEFSUP@unhcr.org)

On the envelope, please mention the following mention:

**RFQ: 20/HCR/SDNELG/FO/RFQ/011 – spare parts and lubricants**

<sup>1</sup>

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



- Name of your firm (Mandatory)
- C/o - Supply Unit

**The following annexes form an integral part of this RFQ:**

- Annex A – Specification Form / Terms of Reference
- Annex B – Financial Offer Form
- Annex C - Vendor Registration form
- Annex D - UNHCR's General Terms and Conditions for the provision of Goods and services (July 2018)
- Annex E - UN Supplier Code of Conduct

**Please note that submitting an offer is deemed as acceptance of UNHCR's General Conditions for Provision of Goods and UN Supplier Code of Conduct.**

Thank you for your kind attention.

**Badradin Bharadin**  
supply unit, El Geneina



