



**UNHCR**

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

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**DATE: 20 APRIL 2021**

**REQUEST FOR QUOTATION: NO. RFQ/HCR/KAD/SUP/2021/003**

**CONSTRUCTION WORKS IN EL-FULA FIELD OFFICE, WEST KORDOFAN, SUDAN**

**QUOTATION TO BE RECEIVED BY: 03 MAY 2021 – 15:00 HRS**

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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<sup>1</sup>, requests your price quotation for construction works in UNHCR El Fula Field-Office, West Kordofan, Sudan.

**1. REQUIREMENT**

Please include the following price information in your quotation for construction works in UNHCR El Fula Field-Office Kadugli, West Kordofan, Sudan (without VAT);

- As per requirement in (**Annex B**) Statement of Work and (**Annex A**) Financial Offer Form.

**2. RFQ DOCUMENTS-ANNEXES**

The followings Annexes are integral part of this RFQ

- Annex A: Financial Offer Form
- Annex B: Statement of Work
- Annex C: Vendor Registration Form
- Annex D: UNHCR General Conditions of Contracts for provision of Goods and services
- Annex G: 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, Kadugli Sub 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.

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

**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**

**Vendor Registration Form:** If your company is not registered with UNHCR you should complete, sign and submit with your offer the Vendor Registration Form (**Annex C**). Please note that these terms and conditions (**Annex D**) will be strictly adhered to for the purpose of any future contract.

**3. ACKNOWLEDGMENT**

We would appreciate your informing us of the receipt of this RFQ by return email to [sudkh-su@unhcr.org](mailto:sudkh-su@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 [sudkh-su@unhcr.org](mailto:sudkh-su@unhcr.org). The deadline for receipt of questions is 23 April 2021 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 Form
- Annex B: Statement of Work
- Annex C: Vendor Registration Form (if not registered)

Please fill in below lines:

Name of the vendor::.....

Address/telephone No:.....

Contact person:.....

Works completion period time in days:.....

Total amount (**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 **29 April 2021, 15:00 HRS Sudan Standard Time** by return only to email: [sudkh-su@unhcr.org](mailto:sudkh-su@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 **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/KAD/SUP/2021/003- Name of your firm.

-Number of e-mails that are sent (example: 1/2, 2/2).

Or, quotation can be delivered by hand to UNHCR El Obeid Field Unit, **to UNHCR Field Unit El Obeid, house 550, block 2, Al Ghaba Area, El Obeid, Sudan,**

Please write clearly the RFQ number.to and the firm name on the envelope.

**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 D)** 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.

**Sdah Mostafa**

**Senior Supply Associate**

**UNHCR FU- El Obeid, Sudan**