



DATE: 23 MAY 2021

REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2021/020
FOR PRINTING, BINDING AND DELIVERY OF HANDBOOKS TO UNHCR REPRESENTATION
OFFICE IN KHARTOUM-SUDAN

QUOTATION TO BE RECEIVED BY: 27 MAY 2021 - 15:00HRS 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 Quotation for printing, binding and delivery of handbooks to UNHCR representation office in Khartoum-sudan 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).

Delivery lead time: within ten days upon receipt of Purchase Order.

Please fill in below lines:

Delivery Point: To be delivered in UNHCR Office in Khartoum

Name of Vendor:

Address/Telephone No:

Contact Person:

Delivery time in days:

Total Amount in Words:

Offer Validity Period:

Date:

Signature:

2. RFQ DOCUMENTS-ANNEXES.

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

Annex A: Printing Specification

Annex B: Financial Offer form

Annex C: Vendor Registration Form

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

Annex E: UN Supplier code of conduct

Please note that UNHCR has tax and duty exemption status.

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

ABW

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 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 technical proposal 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. 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 The deadline for receipt of questions is 27 May 2021 23:59 HRS Sudan Standard Time. Bidders are requested to keep all questions concise.

4. 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.

5. RFQ Submission

We would appreciate receiving your quotation on or before **27 May 2021, 15:00 HRS Sudan Standard Time** by return only to email: 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/ROK/2021/020**
- 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.

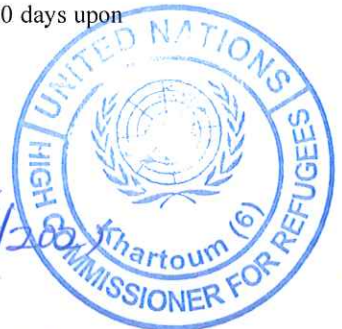
Your quotation must be valid at least for **90 days**. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Thank you for your kind attention.

Alexander Woart
Supply Officer


23/05/2021

UNHCR Representation Office in Khartoum



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

Annex A- Printing Specifications

Request for printing and binding of the UNHCR Participatory Assessment Report 2019. The number of pages for each handbook is stated in Annex B and paper size is DIN A4, plus front and back cover pages.

The following are the printing specification.

- Size of paper: A4
- Coloured printing (double sided), preferably offset
- Includes maps, icons and photographs
- 125-gram Matt inside (optional, please advise if less)
- 320-gram cover + cellophane R/V Book Bind
- Glue binding (provide other options if available)
- Pre-production approval by UNHCR
- Proper Cutting of edges

If paper specifications are not met, UNHCR will not accept the delivery nor pay.

Any quality deficiencies such as irregular colours, binding or incomplete copies will entitle UNHCR to reduce the amount paid or reject the whole quantity.

ANNEX B – FINANCIAL OFFER FORM FOR PRINTING, BINDING AND DELIVERY OF HAND BOOKS TO UNHCR REPRESENTATION OFFICE IN KHARTOUM-SUDAN- RFQ NO: RFQ/HCR/ROK/2021/020.

QUANTITY / ANY OTHER DISCOUNTS (PLEASE SPECIFY):

THE PROPOSED DISCOUNTS WILL BECOME AN INTEGRAL PART OF YOUR BID SUBMISSION
 PAYMENT TERMS: ACCEPTANCE OF UN PAYMENT TERMS (I.E. 30 DAYS NET FROM RECEIPT OF DOCUMENTS).

YES

NO

BIDDERS' NAME:

S.Number	Book Description	Number of pages	Qty Required	Unit Price (USD)	Total Price (USD)
1	1951 Refugee Convention	56	40		
2	Oau Convention	16	30		
3	Asylum organizations act 2014	28	40		
4	Procedural Standards	332	20		
5	Handbook on Procedures and Criteria for Determining Refugee status and Guidelines for International Protection	278	20		
Total Cost USD					

Delivery Date required by UNHCR: Immediately

Proposed Delivery Date:

Validity of the offer:

Sample or photos provided (yes/No):

PRICE QUOTED MUST BE EXCLUSIVE OF VAT

DATE: _____

NAME: _____

SIGNATURE: _____

IN THE CAPACITY OF: _____

DULY AUTHORIZED TO
SIGN BID FOR AND ON BEHALF OF: _____

OFFICIAL STAMP: