



UNHCR

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

DATE: 17 June 2021
REQUEST FOR QUOTATION: [No. KSO/ SC/RFQ/21/010]

Supply and delivery of Optional Toyota Spare parts – for UNHCR Kassala office- Sudan

QUOTATION TO BE RECEIVED BY: 07July 2021 by 1200Hrs.

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 6,600 people in more than 110 countries continues to help about 34 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

1. REQUIREMENTS

UNHCR Sub-office Kassala would like to purchase Optional Toyota Spare parts and to receive firm offers from duly registered local companies in Sudan. The required Optional Toyota Spare parts per the specification given in Annex A.

- Requirement: [Optional Toyota Spare parts](#)
- Quantities: As specified in Annex A
- Delivery: DAP UNHCR Warehouse in Kassala– Sudan
- Delivery Period: 1 week after issuance of purchase order

Find below a detailed specification in (ANNEX A) about the kits. Your offer shall be prepared in English. In case of error in the total, UNIT price will be considered for calculation.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration. Your offer should be exclusive of all direct taxes and duties. A vendor should provide the rates for the whole requirement in Annex A.

- Currency: SGD / USD
- Unit Cost: SGD / USD without VAT
- Cost of all goods: SDG / USD

The following annexes form integral part of this request for quotation:

Annex A: Detailed Specification and Financial Offer Form

Annex B: Vendor Registration Form (June 2018 version)

Annex C: UNHCR General Terms and Conditions for Purchase of Goods (July 2018 version)

2. RFQ Submission

We would appreciate receiving your quotation on or before **07 July 2021 i.e. Wednesday by 12:00 hrs.** The quotations must be accompanied with the below mentioned documents.

Your offer/quotation must be duly signed and stamped with date sent via email on the given email address or hard copies to the below address on or before the closing date and time:

SUPPLY CHAIN UNIT,
UNHCR Sub Office Kassala
Modfaya Area,
Wali Street, Plot # 231
Kassala- Sudan

To: Email address: mohammog@unhcr.org , hussaish@unhcr.org, elmahajo@unhcr.org .

IMPORTANT: Quotations that are otherwise addressed and/or copied or sent to other addresses or individuals other than the above-mentioned Supply staff members or unless otherwise advised, will be marked invalid and not considered for evaluation.


QUOTATION TO BE RECEIVED BY: 07 July 2021 i.e. Wednesday by 1200 Hrs.

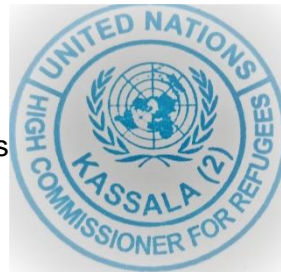
The standard payment terms of UNHCR are net **30** days upon satisfactory delivery of goods and acceptance thereof by UNHCR.

Please find attached in ANNEX C, the UNHCR's General Conditions of Contracts for the purchase of goods–July 2018. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Syed Shabbir Hussain


Supply Officer
Supply Chain Unit
UNHCR Sub Office Kas



ANNEX A– SPECIFICATION & PRICE PROPOSAL FORM
REQUEST FOR QUOTATION: No. KSO/ SC/RFQ/21/010

QUOTATION TO BE RECEIVED BY: 07 July 2021 by 1200Hrs.

Supply and delivery of **Optional Toyota Spare parts** at UNHCR warehouse in Kassala – Sudan

Payment terms: Acceptance of UN payment terms (i.e. 30 days net from receipt of documents) and please click YES or NO

I undertake, if our quotation is accepted, to ensure supply of any of the materials in accordance with required specification, quality, financial offer and delivery period of **1 week** as specified in the bidding document.

I agree to abide by this quote for a period of **90 days** from the date fixed for opening of the quotes in the request for quotation (RFQ) document, and it shall remain binding upon us and may be accepted at any time before the expiration of the period.

The undersigned confirms hereby acceptance of the UNHCR General Terms and Conditions for provision of Goods, including UNHCR payment terms as specified in this RFQ.

Price proposal						
S/no	Item description	Type brand	QNTY	UoM	Unit price (SDG)/(USD)	Total (SDG)/(USD)
1	Air Filter for LC GRX V8		5	Each		
2	Air Filter for LC HT		10	Each		
3	Fuel Filter for LC GRX V8		25	Each		
4	Fuel Filter for LC HT		200	Each		
5	Oil Filter for V8		30	Each		
6	Oil Filter for Prado		20	Each		
9	Front Pad Kit HT		30	kit		
10	Front Pad Kit (LC V8)		10	kit		
11	Rear Pad Kit (LC V8)		6	kit		
12	Front Pad Kit PRADO		4	kit		
13	Rear Pad Kit PRADO		4	kit		
14	Crick Jack (manual crane for lifting vehicle engine or gearbox) see specification image		1	Each		
15	Windshield (V8)		4	Each		
16	Windshield Prado		8	Each		
17	Belt, V (For Fan & Alternator) (HT)		40	Each		
18	Belt, V (For Fan & Alternator) V8		6	Each		
19	Glass, Windshield 56111-60A90 (HT)		20	Each		
20	Manual Fuel pump		2	Each		
21	Fan Belt (HT)		20	Each		
Total amount SDG/USD						

Note: All the items required to be sourced locally and should be delivered within 1 week after the issuance of purchase order to UNHCR warehouse in Kassala – Sudan



Crick Jack (manual crane for lifting vehicle engine or gearbox) item 14

Name of Bidder: _____ Designation: _____

Telephone No _____ Email Address: _____

Company Name: _____

Company Address: _____

Authorized Signature: _____ Company Stamp: _____

Date: _____