



**UNHCR**

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

**DATE: 30 June 2021**

**REQUEST FOR QUOTATION: No. RFQ/HCR/ROK/2021/036**

**FOR LAYOUT DESIGNING / PRINTING OF A DOCUMENT (BOOK) FOR UNHCR  
REPRESENTATION OFFICE IN KHARTOUM-SUDAN**

**QUOTATION TO BE RECEIVED BY: 04 July 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 layout designing / a document (book) for 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:** Three days

**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>

**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.**

**N/B- Due to the sensitiveness of the Document to be printed the selected vendor will be restricted to only print the required copies.**

**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](mailto:SUDKH-SU@unhcr.org) The deadline for receipt of questions is 04 July 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 **04 July 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 **20 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/2021/036**
- 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.

**Muhammad Abdul Mueed Khan**  
**Snr Supply Officer**  
**UNHCR Representation Office in Khartoum**

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