



# UNHCR

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

**DATE: 26 September 2021**  
**REQUEST FOR QUOTATION: [No. RFQ/ HCR/GSO/21/037]**

**PROVISION FOR SUPPLY AND DELIVERY OF HOUSEHOLD FURNITURE TO UNHCR**  
**GUEST HOUSE IN GEDARIF SUDAN**

**QUOTATION TO BE RECEIVED BY: 03 October 2021 i.e. Sunday 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 Gedaref would like to purchase Household Furniture and to receive firm offers from duly registered local companies in Sudan. The required Household Furniture's specifications are given in Annex A.

- Requirement: Provision of Supply Household Appliances
- Quantities: As specified in Annex A
- Delivery: DAP UNHCR Warehouse in Gedaref– Sudan
- Delivery Period: 1 week after issuance of purchase order

Find below a detailed specification in (ANNEX A) about the required household appliances. 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 **03 October 2021 Sunday by 12 hrs.** The quotations must be accompanied with the below mentioned documents.

1. Company registration certificate
2. Acceptance of UNHCR general conditions for provision of Goods (July – 2018)
3. Tax registration certificate
4. Duly filled UNHCR vendor registration form. If you are a registered vendor with UNHCR, just provide the UNHCR vendor registration ID.

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 Gedaref**  
**Alasra, area Plot 33, Block 2**

To: Email address: [djeya@unhcr.org](mailto:djeya@unhcr.org), [dahab@unhcr.org](mailto:dahab@unhcr.org), [eldukhei@unhcr.org](mailto:eldukhei@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: 03 October 2021 i.e. Sunday 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.

Shabbir Hussain

Supply Officer  
(On Mission)  
UNHCR Sub Office Gedaref

**ANNEX A– SPECIFICATION & PRICE PROPOSAL FORM**  
**REQUEST FOR QUOTATION: No. FRQ/ HCR/GSO/21/035**

**QUOTATION TO BE RECEIVED BY: 03 October 2021 by 1200Hrs.**

Supply and delivery of Household Furniture at UNHCR warehouse in Gedaref – 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 Furniture 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.

No.	DESCRIPTION	COMMENT	Qty	UoM	UNIT PRICE USD	TOTAL PRICE USD
1	Wooden Beds: 4 by 6 feet	With side cupboards and dressing mirrors ( <b>not low value Chinese materials</b> )	19	Each		
2	Orthopedic: 4 by 6 feet orthopedic medium Mattress	Medium (hard)	19	Each		
3	Pillows	Soft fibre pillows	48	Each		
9	SOFAS	07 seaters (5 angle sofas) 3-seater 1 armchair with center and side stools	9	Set		
10	Reading tables and chairs	Wooden table & chairs	19	Set		
11	Center rugs	Persian rugs	19	Each		
12	Bathing storage racks	Tier storage rack	19	Each		
13	Foot mat (pieces)	Medium size	60	Each		
14	100% cotton Bedsheets for 4 by 6 feet beds	(with at least two pillowcases) assorted color and design	52	Set		
18	Wooden, Stainless steel or plastic Plate racks	Free size	19	Each		
20	Butcher knives	Set (different sizes) Stainless steel made in Thailand	24	Set		
21	Cutleries / spoons (set)	Stainless steel	50	Set		
22	Glass cups 4 or 6 pieces per set	Free size	50	Set		
23	Mugs Chinaware or glass ware	Free size	50	Each		
24	Dinner plate (pieces)	Size medium (pieces) Chinaware or glassware	200	Each		
25	Duvets (pieces)	4' x 6' bed size	25	Each		
26	Fry pans (non-sticks pans)	size 10 Inches (non-sticks pans)	21	Each		
27	Bedroom fur	Size: 2ft x 3ft	19	Each		
28	Plastic dustbins	Small Size	30	Each		
29	Big dustbins	Big Green outdoor	10	Each		

30	Chopping boards plastic	Free Size (good quality)	19	Each		
31	Cooking pots (non-sticks pots) pieces	Size medium (7 quarts non-sticks pots) pieces	48	Each		
32	Laundry basket Plastic	Size medium	22	Each		
35	Towels (wool or cotton)	(high quality towels, assorted color) size Large	48	Each		
36	Plastic buckets with handles	Medium	30	Each		
38	Wooden Wardrobes	(big size with 4 doors)	25	Each		
39	Mosquito nets	Size big/Large	25	Each		
40	Garden tables and chairs, Wooden or plastic). 01 table with 4 chairs each (SET)	Size medium (waterproof)	14	Sets		
<b>TOTAL AMOUNT IN USD</b>						

**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 Gedaref- Sudan**

**Please ensure to provide the samples /Photo /brochure for the furniture and equipment.**

Name of Bidder: \_\_\_\_\_ Designation: \_\_\_\_\_

Telephone No \_\_\_\_\_ Email Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Company Stamp: \_\_\_\_\_

Date: \_\_\_\_\_