

DATE: 26 September 2021
REQUEST FOR QUOTATION: [No. RFQ/ HCR/GSO/21/038]

Supply and delivery of laptops – for UNHCR Gedaref office- Sudan

QUOTATION TO BE RECEIVED BY: 3 October 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 Gedarif would like to purchase laptops and to receive firm offers from duly registered local companies in Sudan. The required laptops per the specification given in Annex A.

- Requirement: Lenovo T14s laptops
- Quantities: As specified in Annex A
- Delivery: DAP UNHCR Gedarif office– Sudan
- Delivery Period: 1 week after issuance of purchase order

Find below a detailed specification in (ANNEX A) about the requirement. Your offer shall be prepared in English and or Arabic. 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)

Annex D: UN Supplier Code of Conduct

2. RFQ Submission

We would appreciate receiving your quotation on or before 03 October 2021 @ 12:00 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: hussaish@unhcr.org, djeya@unhcr.org, dahab@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 5 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/ HCR/GSO/21/038 for Lenovo laptops
- Number of e-mails that are sent (example: 1/2, 2/2)

Please note that mail sent with different subject line may be disqualified

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 before: 3 Oct 2021 1200 Hrs.

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

Submitting your quotation for this RFQ will be considered as acknowledgement/agreement for the general terms and conditions mentioned in Annex C and UN Supplier Code of Conduct Annex D, which applies for all UNHCR procurement.

Thank you for your kind attention.

Ahmed Dahab

Associate Supply Officer
UNHCR Sub Office Gedarif

ANNEX A– SPECIFICATION & PRICE PROPOSAL FORM
REQUEST FOR QUOTATION: No. RFQ/ HCR/SC/GSO/2021/038

QUOTATION TO BE RECEIVED before: 03 October 2021 1200Hrs.

Supply and delivery of Laptops at UNHCR Gedaref Office– 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.

S/No	Item description	UoM	QTY	Unit Price	Total (SDG)	Remarks
1	Lenovo T14S with the following specs: Processor I7 16GD RAM 1TB SSD Window 10(Licensed) One year warranty Arabic keyboard EU Plugs	pieces	5			
Grand Total:						

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

Name of Bidder: _____ Designation: _____

Telephone No _____ Email Address: _____

Company Name: _____

Company Address: _____

Authorized Signature: _____ Company Stamp: _____

Date: _____