

DATE: [30/11/2021]

REQUEST FOR QUOTATION: No. [KSO/ SC/RFQ/21/030]

FOR SUPPLY, DELIVERY and installation OF solar system FOR UNHCR KASSALA SUB OFFICE IN SHAGARAB REFUGEE CAMP

QUOTATION TO BE RECEIVED BY: [09/12/2021 by 1600 Hrs Sudan Time]

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 invite all the companies for **supply, delivery and installation delivery of solar system** for UNHCR Kassala Sub Office in Shagarab refugee camp. The required items should be as per annex A (BoQ /specification and price proposal).

- Requirement: supply, delivery and installation delivery of solar system
- Quantities: As specified in Annex A
- Delivery: DAP UNHCR Shagarab camp.
- Delivery Period: 2 months Max

Find below a detailed BoQ/specifications in (ANNEX A) about the require items. 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: BoQ/Specifications and Financial Offer Form

Annex B: Vendor Registration Form (June 2018 version)

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

Annex D: *Supplier's Code of Conduct*

2. RFQ Submission

UNHCR would appreciate receiving your quotation on or before 09 December 2021 i.e. Thursday by 1600 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) and Code of conduct
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 below 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

Wali Street,

Located North of Kassala State Customs Police Headquarters

To: Email address: sudkasupplyunit@unhcr.org

Please be aware of 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/[**KSO/ SC/RFQ/21/030**]
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

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: 09 December 2021 by 1600 Hrs Sudan Time.

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.

Taha Ibrahim Abdalla Elmahajoub

Assistant Supply Officer
UNHCR Sub Office Kassala



ANNEX A– BOQ AND PRICE PROPOSAL SHEET
REQUEST FOR QUOTATION: No. KSO/ SC/RFQ/21/030

QUOTATION TO BE RECEIVED BY: 09 December 2021 by 1600Hrs.

supply, delivery and installation delivery of solar system for UNHCR Sub-office, in Shagarab refugee camps.

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

I undertake, if our quotation is accepted, to ensure supply of any of the goods/services in accordance with required specification, quality, financial offer and delivery period of **2 months** 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.

By signing this document, the undersigned confirms hereby acceptance of the UNHCR General Terms and Conditions for provision of Goods & Services and Supplier's code of conduct as annexed to this RFQ.

#	Description	Unit	QTY	Unit Price (USD/SDG)	Total Price (USD/SDG)
1	BOQ/ Solarization of the UAC center in Shagarab refugee camp				
1.1	Visit the site, review the design, suggest the best location for the PV mounting and share the work plan, single line diagram with UNHCR technical person for approval.	Job	1		
1.2	Supply and fix a roof base mounting system with rust free iron GI joint with nuts and bolts, U-Shape, T-shape, L-shape made with GI iron with standard rail. It should be equipped with roof sealant required for leakage filling. In addition, the structure should be resistant to wind pressure (150km/hr).	watt	3200		
1.3	Supply and install a 5Kw 48V DC to 240V AC sine wave inverter to adhere to strict international quality standards. Before the supply, the specification should be shared and validated by UNHCR technical person.	Job	1		
1.5	Supply and erection of Deep Cycle VRLA GEL Batteries with 1 year warranty. Maintenance-free Battery system per KWhr	Job	1		
1.6	Supply and install all required types & sizes of Electrical cables and terminal electrical boxes with all connections between solar panels, Inverter, Genset and batteries. 4,2 cores DC, copper Earth cables with all required accessories. The contractor should use proper PVC flexible pipes/duct/cable tray for external and internal cable.	KWhr	20		

1.7	Earthing of the system include pit earthing rod, earthing wires and all required accessories.	Job	1		
1.8	Installation, Test, Commissioning of the solar system. The includes printing of the single line diagram, manual of different types of equipment installed, and training of a local electrician on the operation and maintenance for two days minimum	Job	1		
1.9	Provision and installation of visibility plaque (structure, Design and script to be shared by UNHCR focal person)	Job	1		
1.10	Supply and fix a roof base mounting system with rust free iron GI joint with nuts and bolts, U-Shape, T-shape, L-shape made with GI iron with standard rail. It should be equipped with roof sealant required for leakage filling. In addition, the structure should be resistant to wind pressure (150km/hr).	Job	1		
2	BOQ/ Solarization of the library at the Youth center				
2.1	Visit the site, review the design, suggest the best location for the PV mounting and share the work plan, single line diagram with UNHCR technical person for approval.	Job	1		
2.2	" Supply and Erection of Solar PV module (Solar panel) Mono-crystalline A-Grade (200 Watt) that adhere to the strict international quality standards with the required certificate. The specification should be shared and validated by UNHCR technical person.	Watt	200		
2.3	Supply and fix a roof base mounting system with rust free iron GI joint with nuts and bolts, U-Shape, T-shape, L-shape made with GI iron with standard rail. It should be equipped with roof sealant required for leakage filling. In addition, the structure should be resistant to wind pressure (150km/hr).	Job	1		
2.4	Supply and install solar charge controller that adheres to the strict international quality standards and specifications will be shared and validated by UNHCR technical person.	Job	1		
2.5	Supply and install a 200 W 12V DC to 240 V AC sine wave inverter to adhere to strict international quality standards. Before the supply, the specification should be shared and validated by UNHCR technical person	Job	1		
2.6	Supply and erection of Deep Cycle VRLA GEL Batteries with 1 year warranty. Maintenance-free Battery system per KW/hr	KW/hr	2.5		
2.7	Supply and install all required types & sizes of Electrical cables and terminal electrical boxes with all connections between solar	Job	1		

	panels, Inverter, Genset and batteries. 4,2 cores DC, copper Earth cables with all required accessories. The contractor should use proper PVC flexible pipes/duct/cable tray for external and internal cable.				
2.8	Earthing of the system include pit earthing rod, earthing wires and all required accessories.	Job	1		
2.9	Installation, Test, Commissioning of the solar system. The includes printing of the single line diagram, manual of different types of equipment installed, and training of a local electrician on the operation and maintenance for two days minimum	Job	1		
2.10	Provision and installation of visibility plaque (structure, Design and script to be shared by UNHCR focal person)	Job	1		
Total Amount (SDG/ USD)					
Total amount in words:					
Total days for completion the works					

Note: Please note that the supplier needs to provide the details of the items with its brand, type, country of origin and warranty period.

Low Chinese value items will not be accepted.

INFORMATION OF SUPPLIER:

This part of the document needs to be filled accurately by the supplier to ensure compliance with the data on UNHCR Vendor Registration Form (Annex B) and existing data with UNHCR Sub-office Kassala.

Name of Supplier: _____ Designation: _____

Mobile No _____ Email Address: _____

Company Name: _____

Company Address: _____

Company Registration Number: _____ Company Tax Number: _____

Authorized Signature: _____ Company Stamp: _____

Date: _____