

DATE:15/12/2021

REQUEST FOR QUOTATION No: HCR/SDNEL/SUP/RFQ/2021/0051

For the Provision of Various Furniture to UNHCR Office El Fasher

QUOTATION TO BE RECEIVED ON OR BEFORE: 21/12/2021 by 23:59 Sudan Time

Important Notice: You quotation must include clear pictures of the goods you are offering. If you do not include pictures your quotation will be disqualified.

The Office of the United Nations High Commissioner for Refugees (UNHCR), Sudan requests your price offer for the goods specified in the table below – Description of goods.

The following annexes are integral part of this RFQ:

- Annex A: UNHCR's General Conditions of Contracts for the Provision of Goods -2018.
- Annex B: Financial Proposal (To be completed and submitted)

1. Technical Requirements:

- The Goods you are offering must be as per provided specifications.
- Delivery Point: **DAP UNHCR El Fasher office**

Description of Goods:

Description	Qty	Specifications
Office desks medium size- Wooden Rectangular	40	120 cm X 80 cm x 50cm with 3 drawers
SONGMICS Swivel Desk Chair for Home, Mesh Office Chair with Arms, Lumbar Support, Tilt Mechanism, Adjustable Height, Max. Load Capacity 150 kg	40	Black in color. 55D x 57W x 101.5H centimeters
Office Chair Ergonomic Desk Chair Mesh Computer Chair with Lumbar Support Armrest Executive Rolling Swivel Adjustable Mid Back	30	Black in color. 22"D x 22"W x 35.2"H
Executive Side Chair with Sled Base, Black	30	Leather: 25.5"D x 25"W x 32.75"H
Queen size wooden bed, 12 Inch Deluxe Wood Platform Bed with Headboard with side drawers (5x6 feet)	6	
3 Door wooden Wardrobe with 2 Drawers	6	
TV stand console -Wooden	6	130cm length by 40 cm width by 30 cm height
Wooden Coffee table	10	140cm length by 80 cm width by 40 cm height

2. **Delivery lead time:** Please clearly mention your delivery lead time (Max 30 Days) after order is placed.
3. **Financial Offer:** Please submit your price offer, using the financial form (**Annex B**). Your offer must be in **SDG or USD**. Your prices must be inclusive offer all costs including, production, labour, overhead, exchange rates and other risks, transportation up to el Fasher. UNHCR shall not accept any requests for additional payments after reception of your offer. **Please Ensure that your financial offer does not have**

cancelations or corrective fluid on it. Any offer with corrective fluid shall be disqualified.

4. **Samples:** Your offer should include technical sheets and **Photos** of the goods that you will provide if awarded the contract. Submit technical data sheets of all electronic items.
5. **Delivery Instructions:** Please ensure that all the goods you will transport to deliver shall meet UNHCR's minimum specifications stated in the table above. Any goods that shall not meet specifications shall be rejected at the time of delivery and you shall have to replace them with the right goods before any payment can be made. UNHCR shall not issue a partial payment, nor shall it accept to cancel part of the order because the contractor is not able deliver the right products.

UNHCR is Tax exempted, in this regard, price must be given without VAT

6. **Award Criteria:** The lowest priced, substantially compliant offer will be recommended for provision of requested equipment.

Your quotation must be valid for at least 30 calendar days. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached ANNEX-A the UNHCR's General Conditions of Contracts for goods. You must clearly indicate in your quotation if you accept them.

7. **RFQ Submission:** We would appreciate receiving your quotation on or before **21 December 2021 at 23:59 Sudan Time by one of the following ways:**

By e-mail in an attached PDF format to sudefrfq@unhcr.org with **HCR/SDNEL/SUP/RFQ/2021/0051** in the subject line

Or

In a sealed envelope addressed to:
Supply Unit, UNHCR El Fasher Sub-Office
El Fasher, North Darfur

On the envelope, please mention the following mention:

RFQ HCR/SDEL/SUP/RFQ/2021/051

Name of your firm (Mandatory)
C/o - Supply Unit

Please, ensure to use the format provided (annex B) and that your calculations of unit and total prices are accurate.

Thank you for your kind attention.

Roland Fang Kum

Supply Officer, UNHCR Darfur, Sudan

ANNEX B – FINANCIAL OFFER FORM
For the Provision of Various Furniture for EI Fasher Office

#	DESCRIPTION	Specification	UoM	Qty	Unit Price (DAP UNHCR EL FASHER)	Total Amt (DAP UNHCR EI FASHER)	Mandatory Requirement
1	Office desks medium size- Wooden Rectangular	120 cm X 80 cm x 50cm with 3 drawers	Each	40			Attach a picture
2	SONGMICS Swivel Desk Chair for Home, Mesh Office Chair with Arms, Lumbar Support, Tilt Mechanism, Adjustable Height, Max. Load Capacity 150 kg	Black in color. 55D x 57W x 101.5H centimeters	Each	40			Attach a picture
3	Office Chair Ergonomic Desk Chair Mesh Computer Chair with Lumbar Support Armrest Executive Rolling Swivel Adjustable Mid Back	Black in color. 22"D x 22"W x 35.2"H	Each	30			Attach a picture
4	Executive Side Chair with Sled Base, Black	Leather: 25.5"D x 25"W x 32.75"H	Each	30			Attach a picture
5	Queen size wooden bed, 12 Inch Deluxe Wood Platform Bed with Headboard with side drawers (5x6 feet)		Each	6			Attach a picture
6	3 Door wooden Wardrobe with 2 Drawers		Each	6			Attach a picture
7	TV stand console -Wooden	130 cm length by 40 cm width by 30 cm height	Each	6			Attach a picture
8	Wooden Coffee table	140cm length by 80 cm width by 40 cm height	Each	10			Attach a picture

OTHER INFORMATION PERTAINING TO YOUR QUOTATION

Other Information pertaining to our RFQ are as follows:	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>
Offer Validity: (minimum 30 Calendar Days minimum).		
Confirmation that your financial offer has no cancelations or corrective fluid. (Any corrective fluid on your offer will lead to disqualification)		
Confirmation that you have attached pictures of the goods you are offering		
Confirmation that your goods meet UNHCR specifications. <i>Please ensure that all the goods you will transport to deliver shall meet UNHCR's minimum specifications stated in the table above. Any goods that shall not meet specifications shall be rejected at the time of delivery and you shall have to replace them with the right goods before any payment can be made. UNHCR shall not issue a partial payment, nor shall it accept to cancel part of the order because the contractor is not able deliver the right products.</i>		
What is your delivery lead time in days? (Maximum 30 days)		
What is the currency of your offer?		
Acceptance of UNHCR General Terms and conditions for Goods		
If you are offering in USD, please ensure that you have a USD account or UNHCR may pay in another currency using the UN exchange rate.		

Company Name: _____ Company E mail: _____

Company telephone: _____ Authorized Person & Title: _____ Signature, stamp and date _____

